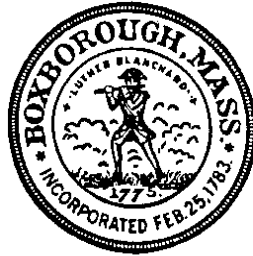


2005 ANNUAL TOWN REPORT



TOWN OF BOXBOROUGH

www.town.boxborough.ma.us

TOWN OF BOXBOROUGH

ANNUAL REPORT

**for the Year Ending
December 31, 2005**

ANNUAL TOWN MEETING

Monday, May 8, 2006

Blanchard Memorial School

7:30 P.M.

TOWN ELECTION

Monday, May 15, 2006

Town Hall

7:00 A.M. – 8:00 P.M.

A special thanks
to
Cisco Systems
for the publication
of this Report

IN MEMORIAM

Reginald C. Brown

1931 – 2005

Town Moderator

School Building Committee

Town Meeting Study Committee

Regional and Local School Committee

Robert F. Foss

1923 – 2005

Selectman

Special Police & Police Officer

Firefighter

Constable

Berda Treyz

1915 – 2005

Council on Aging

School Building Committee

John C. Whitcomb

1915 – 2005

Town Accountant

Finance Committee

Building Code Committee

TABLE OF CONTENTS

Accountant.....	11
Acton Boxborough Cultural Council	65
Airport Study Committee	22
Animal Control Officer	23
Animal Inspector	23
Appointments	3
Assessor.....	11
Board of Health	44
Central Massachusetts Mosquito Control Project	51
Concord Family and Youth Services.....	51
Eliot Community Human Services	51
Nashoba Associated Boards of Health	47
Board of Registrars.....	25
Board of Selectmen	7
Boxborough Facts and Figures.....	1
Boxborough Housing Board.....	33
Building Department	25
Cemetery	61
Conservation Commission.....	31
Constables	31
Council on Aging	61
Department of Public Works	60
Dog Officer.....	24
Elected Town Officials.....	3
Emergency Numbers/Meeting Times/Hours	161
Federal Officials	2
Field Driver	24
Finance Committee.....	20
Fire Department.....	27
Historical Commission	44
Metropolitan Area Planning Council.....	40
Officials of the Commonwealth	2
Personnel Board	8

Planning Board.....	36
Police Department	28
Public Celebration Committee	67
Resident Interest List.....	159
Sargent Memorial Library	69
Schools:	
Acton-Boxborough Regional	84
Blanchard Memorial.....	71
Minuteman Regional High	98
Steele Farm Advisory Committee	68
Tax Collector.....	15
Town Clerk – Vital Statistics	25
Town Counsel.....	9
Town Hall Directory	163
Treasurer.....	17
Treasurer Trust Fund Report	19
Veterans’ Agent.....	61
Warrant and Proceedings:	
Special Town Meeting, January 24, 2005	106
Annual Town Meeting, May 9, 10, 11, 2005	112
Water Resources Committee	46
Zoning Board of Appeals	32

BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,377 (January 1, 2005)
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	2,722 (Effective May 16, 2005)
CENSUS TRACT:	3,881
TAX RATE:	\$13.87 (FY07) \$13.24 (FY06) \$13.10 (FY 05)
SCHOOLS:	Blanchard Memorial School (K – 6) Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
POST OFFICE: (Contract Station)	1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)
UTILITIES:	Cable Service – Comcast Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – Keyspan Telephone Service – Verizon The Town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

FEDERAL OFFICIALS

President of the United States

George W. Bush
president@whitehouse.gov
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Tel: 202-456-1414
Fax: 202-456-2461

United States Senators

Edward M. Kennedy
kennedy.senate.gov/contact.html
2400 JFK Building
Boston, MA 02203
Tel: 617-565-3170
Fax 617-565-3183, or
317 Russell Senate Office Building
Washington, D.C. 20510
Tel: 202-224-4543
Fax: 202-224-2417

John F. Kerry
kerry.senate.gov/v3/contact/email.html
One Bowdoin Square, 10th Floor
Boston, MA 02114
Tel: 617-565-8519
Fax: 617-248-3870, or
304 Russell Senate Office Building, 3rd Floor
Washington, D.C. 20510
Tel: 202-224-2742
Fax: 202-224-8525

Representative In Congress

Martin T. Meehan
martinmeehan@mail.house.gov
Lowell District Office
11 Kearney Square, Lowell, MA 01852
Tel: 978-459-0101
Fax: 978-459-1907, or

U.S. House of Representatives
2229 Rayburn House Office Building
Washington, D.C. 20515
Tel: 202-225-3411
Fax: 202-226-0771

OFFICIALS OF THE COMMONWEALTH

Governor
Lt. Governor
Secretary
Treasurer
Auditor
Attorney General
Senator, Middlesex & Worcester District

Mitt Romney
Kerry Murphy Healey
William Francis Galvin
Timothy P. Cahill
A. Joseph DeNucci
Thomas F. Reilly
Pamela P. Resor
State House Room 410
Boston, MA 02133
Tel: 617-722-1120
Fax: 617-722-1089
Pamela.Resor@state.ma.us
James Eldridge
State House, Room 33
Boston, MA 02133
Tel: 617-722-2060
Fax: 617-722-2849
Rep.JamesEldridge@hou.state.ma.us

Representative in General Court, 37th Middlesex Dist.

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2006)

Town Clerk

Virginia B. Richardson (2006)

Board of Selectmen

Simon Bunyard, Chair (2006)

Donald Wheeler, Clerk (2007)

David Birt (2006)

Les Fox (2008)

Kristin Hilberg (2008)

Board of Health

Also Mosquito Advisory Committee

Marie C. Cannon, Chair (2008)

Bryan Lynch (2007)

Michael P. Willis, Jr. (2006)

Collector of Taxes

Mary P. Shemowat (2006)

Commissioner of Trust Funds

The Selectmen

Constables

David L. Birt (2007)

Richard Golden (2007)

Library Board of Trustees

Sandra Haber, Chair (2007)

Elaine Garabedian, Vice Chair (2006)

Gregory A. Ross, Secretary (2006)

Robert McNeece, Treasurer (2007)

Janet Glidden (2008)

Janet Tyndall (2008)

Planning Board

Karen Metheny, Chair (2008)

David Kembel (2007)

John Markiewicz (2007)

Owen Neville (2006)

Jennie L. Rawski (2008)

Appointed by BOS and Planning Board

Cliff Stockley, Assoc. Member (2008)

Boxborough School Committee

Elizabeth A. Markiewicz, Chair (2006)

Bruce Sabot, Vice Chair (2007)

Rebecca R. Neville, Clerk (2008)

Carol Ginty-Geist (2006)

Raid Suleiman (2007)

AB Regional School Committee

(Boxborough Members)

Rebecca R. Neville, Chair (2008)

Elizabeth A. Markiewicz (2006)

Bruce Sabot (2007)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator

Natalie T. Lashmit (2007)

Assistant Town Administrator

Selina S. Shaw (2007)

Accountant

Michael Guzzo (2006)

Assessor

Colleen Whitcomb (2006)

Building Inspector and Code Enforcement Officer

John Field (2006)

Chief Procurement Officer

Natalie T. Lashmit (2006)

Town Planner

Elizabeth Hughes (2006)

Treasurer

Margaret Dennehy (2006)

A/B Cultural Council

Pat Myers (2006)

Cynthia Matchett (2008)

* Resigned

** Appointed to fill vacancy

Mitzi Weil (2005)

Airport Study Committee

Michael O'Leary, Chair (2006)

Anne Canfield (2006)

William Litant (2008)

Jacklyn Mayer (2006)

Animal Control Officer

Donald C. Morse (2006)

Board of Appeals

Karim Raad, Chair (2008)

Tom Gorman, Clerk (2007)

Christian Habersaat (2006)

Peggy Molander (2006)

Cliff Perry (2005)

Leah Russell (2005)

Lisa St. Amand (2006)

Board of Registrars

Virginia Richardson, Chair (2006)

Nancy Brown (2006)

Mary Cobleigh (2007)

Sara Wagg (2006)

Boxborough Information Technology Committee

Jay Bhatia, Chair (2007)**

Lori Lotterman (2006)

Tim Lundy (2008)

Frank Powers (2007)*

Jamie Rogers (2006)

Dan Tappan (2007)

Derek Wylie (2007)

Boxborough Housing Board

R. Allen (Al) Murphy, Chair (2008)

Diane Friedman (2007)

Jeff Handler (2006)

Kathleen Klier (2008)

Joan Meyer (2006)

Ron Vogel (2007)

Channing Wagg (2006)

Les Fox (ex-officio, BoS)

Dave Koonce (ex-officio, ConsComm)

Cable Advisory Committee

Kenneth King, Chair (2006)

Erik Molander (2006)

Matt Wilbert (2005)

Cemetery Commissioner

Kenneth March (2006)

Cemetery Superintendent

Donald C. Morse (2006)

Conservation Commission

Norman Hanover, Chair (2007)

Charlene Golden, Vice Chair (2008)

K.C. Donovan (2008)

David Koonce (2008)

Dennis Reip (2006)

Paul Rey (2006)

Charles Salemme (2007)

Appointed by ConsComm

Peter Alling, Associate Member

Diane Friedman, Associate Member

Liz Markiewicz, Associate Member

Council on Aging

Karyn Kealty, Chair (2007)

Nancy Crowley (2006)*

Elaine Garabedian (2007)

Mary Larson (2007)

Dean Machamer (2006)

Frank Powers (2006)**

Design Review Board

Scott Robinson, Chair (2006)

Simon Bunyard (2006)

Karen Metheny (2006)

Clifford Perry (2007)*

Dog Officer

Phyllis Tower (2006)

Election Warden

Richard Golden (2006)

Field Driver

George C. Krusen II (2006)

FIRE DEPARTMENT

Fire Chief, Fire Warden, Emergency Management Director, Roy Custance

Scholarship Administrator

Kevin M. Lyons (2006)

* Resigned

** Appointed to fill vacancy

Fire Department Roster (2006)
Appointed by Fire Chief

**Fire Department Officers
(Per-diem)**

Michael Kidd, Deputy Chief
Kenneth March, Captain/EMT
James DeVogel, Lieutenant/EMT
Robert M. Smith, Lieutenant/EMT

Firefighter/EMT (Permanent)

Randolph T. White
Scott C. Coleman
Dennis C. Smith

Per-Diem

Matthew Callahan FF/EMT
Ken Carroll FF/EMT
Robert DaCosta FF/EMT
Edmond Daigneault FF/EMT
Justin M.V. Geneau FF/EMT
Shawn S. Gray FF/EMT
Scott Krug FF/EMT

Fire Department, Per-Diem, Cont.

Mathew LaBossiere FF/EMT
David R. Lefebvre FF/EMT
Christopher MacMillian FF/EMT
Richard Morin FF/EMT
Adam A. Nichols FF/EMT
Brandon O. Nichols FF/EMT
William G. Noke FF/EMT
Michael J. O'Donnell FF/EMT
Larry Roche FF
Thomas E. Sherr FF/EMT
Brenda M. Smith FF/EMT
Robert F. Sokolowski FF/EMT
Robert T. Stemple FF/EMT

Historical Commission

Alan Rohwer, Chair (2006)
Astrid Chalupa (2007)
Mary Larson (2007)
Scott Robinson (2006)
Shirley Warren (2006)

Inspector of Animals

*Nominated by BoH, appointed by
Commonwealth of Massachusetts*
Donald C. Morse (2006)

Inspector of Gas & Plumbing

Gary Corey (2006)

Norman Card, Jr., Assistant (2006)

Inspector of Wires

Thomas A. Argento, Jr. (2006)
Charles Weeks, Assistant (2006)

Local Emergency Planning Committee

Donald Wheeler, Chair
Kevin Lyons, LEPC Emergency Coord.
Kevin Lyons, Public Point of Contact
Cathy Burnap
Marie Cannon
Natalie Lashmit
Kenneth March
Francie D. Nolde
Paul Rey
Charleen Sotolongo
Richard G. Vance
Randolph T. White

Northeast Solid Waste Committee

Natalie T. Lashmit (2005)
Selina S. Shaw, Alternate (2005)

Municipal Solid Waste Committee

Kristin Hilberg (2006)
Kyle Bowers (2006)
Pam Collins* (2006)

Municipal Solid Waste Committee, Cont.

Leah Russell (2006)
Margaret Woodruff (2005)

Permanent Building Committee

Clifford Perry (2007)*
Simon Bunyard (Ex-Officio) (2006)

Personnel Board

Richard Golden, Chair (2006)
Geoffrey Neagle (2006)
Virginia Vockel, Clerk (2005)*
Robert Sokolowski, Empl. Member (2005)

POLICE DEPARTMENT

Police Chief (2007)

Richard G. Vance, Jr.

Police Officers (2006)

Stephen P. Trefry, Sergeant
Warren B. Ryder, Sergeant
Benjamin M. Lavine, Detective

* Resigned

** Appointed to fill vacancy

Christopher D. Demers, Patrol Officer
Nicholas A. DiMauro, Patrol Officer
Jeffrey C. Landgren, Patrol Officer
Warren J. O'Brien, Patrol Officer
Brett A. Pelley, Patrol Officer
Robert R. Romilly, Jr., Patrol Officer

Emergency Services Secretary

Andrea Veros

Special Police Officers (2006)

George W. Bent
Gordon N. Clark
John P. Corbett
James V. DeLuca*
Steven P. Duffy
Matthew J. Furlong
Brian E. Hart
David R. Lanteigne
Anthony J. Yannino

Lock-Up Attendants (2006)

Marcie L. Rice
Deborah L. Richardson
Carolyn Verger

Crossing Guard

Lee Robinson

Public Safety Dispatch Officers (2006)

Appointed by Fire Chief

Jonathan L. Couture*
Rebecca R. Loiselle
Jeffrey R. Moreau

Public Safety Dispatch Officers, Cont.

Patrick E. Mortimer
Sherry J. Morton, part time*
Marcie L. Rice – part time
Elaine Strouts-Clements – part time

Public Celebration

Nancy Fillmore, Chair (2006)
Frances Anderton (2006)**
Sharon Garde (2007)
Loraine King (2006)

Lori Morse (2006)*
Liz West (2008)

Public Works Director, Tree Warden & Moth Superintendent

Kenneth March (2007)

Public Works Department

Juan Barrios
Jeffery L. Brown
Scott Doughty
Thomas Garmon
Lawrence Roche
Robert Sokolowski
Gillis Soucy

Recycling Attendant

Lawrence Roche

Steel Farm Advisory Committee (2006)

Edward Whitcomb, Chair
Arden Veley, Secretary
Bruce Hager
Mike Matchett
Owen Neville
John Schoenfeld
David Birt (ex-officio)

Town Counsel

Kopelman & Paige (2006)

Town Hall Employees

Nancy Bowers, Secretary**
Mary Cobleigh, Secretary
Marie Hebert, Secretary*
Claire Kuipers, Secretary, Part Time
Mary Nadwairski, Secretary, Part Time
Kathie Schwarting, COA Coord., Part Time
Debbie Walsh, Secretary, Part Time

Veterans' Agent

Donald C. Morse (2006)
Michael Guzzo, Assistant (2006)

APPOINTMENTS MADE BY MODERATOR

Finance Committee

Thomas Handlon, Chair (2006)
Gary Kushner, Vice-chair (2008)
James Gorman, Secretary (2006)

Dan Breuer (2008)
Lorraine Carvalho (2006)
Susan Hardie (2007)
Neal Hesler (2007)

* Resigned

** Appointed to fill vacancy

Dan Maserang (2008)
Anton Reinert (2005)
Keshava Srivastava (2007)
Michael Toups (2005)

Recreation Commission

Susan Reuther, Secretary (2006)
Victor Tremblay, Treasurer (2008)
Kevin Lehner (2007)

Mike Murphy (2006)
Christopher Noble (2006)
Matthew Rosner (2008)
Todd Webber (2007)

Minuteman Regional School

Donna M. Corey (2006)

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Library Building Committee (2005)

Janet Glidden, Co-Chair
Greg Ross, Co-Chair
Simon Bunyard
Pat Fallon
Elaine Garabedian
Karyn Kealty
Gary Kushner
Liz Markiewicz
Judy Reiter
Jane Soule
Maureen Strapko
Greg Turner
Shirley Warren

Library Staff

Maureen Strapko, Director
Ruth Hamilton, Sr. Library Assistant
Claudia Murphy, Library Assistant
Joanne Parker, Sr. Library Assistant
Marion Powers, Sr. Library Assistant
Judy Reiter, Sr. Library Assistant
Ramika Shah, Sr. Library Assistant

* Resigned

** Appointed to fill vacancy

BOARD OF SELECTMEN

Our town, like many others, has been faced with some major challenges recently. We are coming out the other side of a decade of the second fastest growth of any town in the Commonwealth. In less than a generation, Boxborough has been transformed from a small collection of modest rural farms and occasional houses, to a bedroom community for upscale professionals, with all the attendant pressures on our diminishing open space and rural lifestyle, increases in traffic, and new demands on Town services and finances.

These changes have brought with them some extraordinary stresses, but we are also rising to the challenge of managing that change in healthy and proactive ways. We are in very good fiscal health because of prudent financial management and the recent increase in funding from the Proposition 2-1/2 override. All the basics of sound management practices are in place, and operating well. Town Hall operations have been revamped in recent years and are working very smoothly with the reduced staff levels dictated by past budget cuts. Emergency services continue to increase their capabilities. We have excellent employees in key positions at all levels of Town government. And we have a group of capable, dedicated volunteers that do incredible service to the Town.

We have taken this change as an opportunity to streamline Town government by finding smarter ways to do things and improve our efficiency. In many ways, the future looks very bright. We are well prepared to handle what it brings.

Reflecting back on calendar 2005, it has been eventful. There were many things to celebrate, and some to mourn.

The new Sargent Memorial Library officially opened to rave reviews on May 22, 2005, thanks to the very hard work of the Library Trustees and the Friends of the Library. And after a long process to determine the best use of the old library building, the Historical Society and Historical Commission transformed the space into the Boxborough Museum, which opened to the public on October 16, 2005.

Boxborough hosted the Red Sox World Series Trophy on April 14th and joined in the endless tribute to a wonderful “Band of Idiots” for beating the curse.

In the January 2005 State of the Town Forum, sponsored by the Boxborough Leadership Forum, the Town was given a first-ever opportunity to preview the proposed FY 06 budget and get answers to questions about why the Finance Committee, School Committee and Board of Selectmen were all unanimous that a Proposition 2-1/2 general override was necessary for the Town’s fiscal well-being. This provided the foundation for an overwhelming turnout and support at Town Meeting and the subsequent local elections for maintaining Town services at their existing levels, along with the revenue increases necessary to support that.

As part of an aggressive initiative to find ways to improve on the efficiencies of delivering Town services, the Board of Selectmen and Town Administrator pursued regionalization of emergency

dispatch operations with a group of four neighboring towns. We also saw the ending of the NESWC contract in September 2005, and the formation of the Municipal Solid Waste Committee to begin exploring other alternatives for solid waste disposal, one of which is Pay-As-You-Throw. While the outcome of the PAYT study is still unclear, this is another example of initiatives being taken by a group of dedicated volunteers to find better ways to provide Town services in the current times.

The Boxborough Housing Board moved ahead with its award-winning condominium exchange program, creating much needed affordable housing that helps attain our goals for an economically diverse community.

Our Treasurer, Margaret Dennehy, was able to save considerable funds through the clever refinancing of bonds and other prudent investment decisions. While she would say it was just part of her job, it none the less was the result of considerable hard work and dedication, from which we have all benefited.

Our Tax Collector, Mary P. Shemowat, rolled out on-line tax payments, and it has been a resounding success.

In one of the best attended BoS meetings in memory, the Trail Safety Committee presented a fascinating account of the growing deer population in Boxborough and many other suburban communities like ours. It has brought a spotlight on the debate of hunting and firearms restrictions, and deer population control, which will probably continue for years.

We bade farewell to our well-respected Moderator, Reg Brown, after he passed his baton to John Fallon who assumed the role without missing a beat. Reg, through his gentle, mentoring style, and role as unofficial Town Father, was probably responsible for bringing more volunteers into Town government than anyone in Boxborough's history. We miss him already.

The Boxborough Information Technology Committee (BITcom) has been developing requirements for a wide area data network to connect all Town buildings, a key component of a long-range plan for improving our information technology capability.

With a lot of help from the Council on Aging and many volunteer hours, the Senior Needs Survey was developed, distributed, collected and tabulated. These results will help shape Town policy on providing services to seniors for many years to come. Thank you to all who responded. The response rates were incredible.

These are just some examples of the many things that stand out as being particularly notable from 2005. But Town Government was also remarkable in many ways that went unnoticed. When a machine runs well, one tends to take it for granted. To all the employees and volunteers that made it work so well, on behalf of the residents of Boxborough, the Board of Selectmen thanks you for your dedication and skill. You should feel proud of what you do.

BOXBOROUGH PERSONNEL BOARD

The Personnel Board continues to review the Personnel Plan for the Town of Boxborough to keep it beneficial to both the town employees and the town. The pay increase for the 2005 Schedule B was limited to the cost of living based on CPI-U (consumer price index for all urban consumers) for the Boston metropolitan area. Work on consolidation and review of the Personnel Plan is an ongoing project. The Board accepted with regret the retirement of board member Virginia Vockel and welcomed the appointment of Mary Cobleigh as a new member.

Richard Golden, Chair
Geoffrey Neagle
Mary Cobleigh

TOWN COUNSEL

During 2005, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There are currently three active litigation cases involving the Town which are pending in various state courts, two of which involve appeals from decisions of the Conservation Commission. During 2005, two cases were closed. This represents a significant reduction in the amount of litigation involving the Town.

The most significant legal services provided to the Town in 2005 involved continuing to advise the Boxborough Housing Board, in particular with respect to the sale of affordable units to qualified buyers in the Summerfields development. We have also been advising the Zoning Board of Appeals with respect to the Whitcomb Ridge comprehensive permit application.

Finally, we have been advising the Board of Selectmen and the Town Administrator with respect to ongoing employment and labor issues.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the Assistant Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Litigation Status Report

Matters Pending With Town Counsel

Biotti v. Boxborough Conservation Commission

Middlesex Superior Court, C. A. No. 04-1017

This is an appeal from a denial of an order of conditions by the Conservation Commission for the construction of a dwelling at 10 Joseph Road within the Adjacent Land Resource Area under the Town's Wetlands Bylaw. The plaintiff also challenged the validity of the Wetlands Regulations adopted by the Conservation Commission pursuant to the bylaw. The Town filed a motion to dismiss the challenge to the validity of the regulation, and in a decision issued in December 2004, the Court dismissed the challenge. The plaintiff subsequently filed a motion for judgment on the pleadings on its challenge to the Conservation Commission's decision and the Conservation Commission filed an opposition to the motion. A hearing was held on May 17, 2005 and the case was remanded by the Court to the Conservation Commission for supplemental findings consistent with the decision. On December 15, 2005, the Conservation Commission filed its supplemental findings with the Court. The Court will issue a final decision after review of the supplemental findings.

Minuteman Air Field, Inc. v. Town of Boxborough, et al.

Land Court, Misc. No. 212208

This is a declaratory judgment action filed on November 8, 1994, in which the plaintiff seeks to invalidate a provision of the Zoning By-Law restricting airport uses in the Town. The plaintiff has not pursued the case.

Reed Farm Inc. v. Boxborough Conservation Commission

Middlesex Superior Court, C.A. No. 01-0282

This is a *certiorari* appeal of the Conservation Commission's denial of an Order of Conditions to permit the construction of a driveway through wetlands on Reed Farm's property for the purpose of accessing an upland area on which Reed Farm proposes to construct a single family home. This action also challenges the validity of certain wetlands regulations and alleges a "takings" claim and breach of contract concerning a settlement agreement executed by the Board of Selectmen, Francis Carullo and Reed Farm in 1996. The Superior Court has dismissed the *certiorari* appeal. In December 2002, the Conservation Commission filed a motion for summary judgment with respect to the alleged breach of contract claim. The motion was denied on the basis of factual disputes. A pretrial conference was held on January 4, 2006. There is a companion case before the Division of Administrative Law Appeals ("DALA") wherein Reed Farm has appealed the Department of Environmental Protection's ("DEP's") decision affirming the Commission's denial of an order of conditions for the project under the state's Wetlands Protection Act and its regulations. The administrative appeal matter has been stayed, however, pursuant to DEP's policies, pending the resolution of the Superior Court matter.

Closed Cases 2005

Deck v. Boxborough Zoning Board of Appeals

Land Court Misc. No. 280285

This was an abutters' appeal of the grant of a special permit and variance to Crown Atlantic Co. and Cellco (Verizon) for a 100-foot high telecommunications monopole at 325 Summer Road. The Complaint was served on April 22, 2002. The Town was not taking an active role in this case, but the private parties agreed to a settlement, and on January 2005, an agreement dismissing the case was filed with the Court.

Metheny v. Boxborough Zoning Board of Appeals

United States District Court, C.A. No. 02-CV-11494 (WGY)

This was an appeal of a grant of a special permit and variance to allow Omnipoint Communications to construct a telecommunications tower on property located at 335 Burroughs Road. The special permit and variance were issued pursuant to a judgment entered by the U.S. District Court in Omnipoint Holdings v. Town of Boxborough (U.S. District Court, C.A. No. 01-12019-WGY). Metheny originally filed the appeal in Superior Court, but the case was removed to Federal Court at the request of Omnipoint. The Federal Court, in a decision dated September 26, 2002, found in favor of Omnipoint, but the plaintiffs appealed. In a decision issued in October 2003, the First Circuit Court of Appeals ruled that removal of the case to Federal Court had been improper and ordered the case remanded to State Court. The case then proceeded in the Land Court, which granted Omnipoint's motion to dismiss (based on the original federal court judgment) in November 2004. The plaintiffs took an appeal from that judgment and the Appeals Court dismissed the appeal in January 2005. The case is now closed.

Respectfully submitted,
Kopelman and Paige, P.C.
Town Counsel

TOWN ASSESSOR

Fiscal Year 2006 was a certification year for the Town of Boxborough. The Department of Revenue (DOR) conducted a comprehensive review of the Assessor's Department to ensure that all property is valued in a fair and equitable manner. A representative from the DOR Bureau of Local Assessment began the certification process in January of 2005 by verifying the accuracy of the property data used to determine assessments. Throughout the year, assessment practices were evaluated for compliance with State Law. At the end of August, after proposed values for fiscal year 2006 were submitted, a detailed analysis was conducted over several days by the DOR. Sales that occurred primarily in 2004 were used to determine market value. The average valuation of a single-family home in Boxborough increased by 9%. Values were found to be in compliance with DOR requirements, and certification

was granted. Town expense and income information was submitted to the DOR, along with the total valuation of the town, and a tax rate of \$13.24 was approved in November.

Assessors are required to conduct inspections of all property in town on a cyclical basis in order to keep assessments equitable throughout town. Letters are currently being sent to homes requesting property owners to set up an appointment with the assessor. The reason for the inspections is not to revalue the property, but to verify that the data being used to determine the assessment is correct.

Property values and FAQ's relating to various functions of the assessing department can be found on the town website **www.town.boxborough.ma.us**. There is also a counter terminal available in the office for viewing property records. Please feel free to call or visit the office if you have any questions regarding your property value or the assessment process in general.

I'd like to thank the Board of Selectmen, Town Administrator, Assistant Town Administrator, members of the Finance Team, and my assistant, Debbie Walsh, for their continuing support.

Respectfully submitted,

Colleen Whitcomb, MAA
Town Assessor

TOWN ACCOUNTANT

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2005. This unaudited report includes:

- Combined Balance Sheet
- Schedule of Revenues, Expenditures – General Fund
- Schedule of Revenues, Expenditures and changes in fund balance – budget and actual

Respectfully submitted,
Michael Guzzo
Town Accountant

**GOVERNMENTAL FUNDS
COMBINED BALANCE SHEET**

**JUNE 30, 2005
(Unaudited)**

	General	Capital Projects	Trust/Agency Funds	Non - Major Government Funds	Total Governmental Funds
ASSETS					
Cash and short-term investments	\$ 1,765,916	\$ 1,243,027	\$ 1,236,555	\$ 1,791,675	\$ 6,037,173
Receivables, net of uncollectibles					
Real estate and personal property taxes	139,554	-	-	-	139,554
Tax liens and foreclosures	185,595	-	-	-	185,595
Excise taxes	-	-	-	-	-
Motor Vehicle Excise Taxes	87,193	-	-	-	87,193
Provision for Abatements	(296,546)	-	-	-	(296,546)
Departmental and other	-	-	-	-	-
Special assessments	177	-	-	-	177
	-	-	-	-	-
TOTAL ASSETS	\$ 1,881,889	\$ 1,243,027	\$ 1,236,555	\$ 1,791,675	\$ 6,153,146
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Other liabilities	427	-	213,119	-	213,546
Deferred revenues	115,972	-	-	-	115,972
Notes payable	-	5,654,000	-	-	5,654,000
TOTAL LIABILITIES	\$ 116,399	\$ 5,654,000	\$ 213,119	\$ -	\$ 5,983,518
FUND BALANCES					
Reserved for:					
Encumbrances and continuing appropriations	\$ 144,969	\$ -	\$ -	\$ -	\$ 144,969
Stabilization	-	-	868,520	-	868,520
Court settlement	-	-	-	1,120,676	1,120,676
Perpetual permanent funds	-	-	81,157	-	81,157
Unreserved:					
Designated for subsequent years' expenditures	408,070	-	-	-	408,070
Undesignated, reported in:					
General Fund	1,212,451	-	-	-	1,212,451
Special revenue funds	-	-	-	457,879	457,879
Capital projects fund	-	(4,410,973)	-	-	(4,410,973)
Permanet funds	-	-	78,526	-	78,526
TOTAL FUND BALANCES	\$ 1,765,490	\$ (4,410,973)	\$ 1,028,203	\$ 1,578,555	\$ (38,725)
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,881,889	\$ 1,243,027	\$ 1,241,322	\$ 1,578,555	\$ 5,944,793

GOVERNMENTAL FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GENERAL FUND
FISCAL YEAR ENDED JUNE 30, 2005
(Unaudited)

	FY2005	FY2004	FY2003	FY2002	FY2001
REVENUES					
Real estate and personal property taxes, net of tax refunds	\$ 12,150,335	\$ 11,831,754	\$ 10,868,401	\$ 9,824,980	\$ 8,893,872
Motor vehicle and other excise taxes	686,168	594,455	621,323	619,968	591,163
Hotel/motel tax	138,688	139,523	141,260	157,601	171,745
Penalties and interest on taxes	20,658	70,152	39,942	23,654	66,451
Intergovernmental	2,122,094	2,135,514	2,132,101	2,201,735	2,187,042
Departmental and other	480,420	407,322	335,516	473,173	1,349,711
Special assessments	-	-	-	-	-
Contributions	-	-	-	-	-
Investment Income	22,881	18,031	30,040	68,508	139,005
Miscellaneous	114,418	63,410	3,513	-	-
TOTAL REVENUES	\$ 15,735,662	\$ 15,260,161	\$ 14,172,096	\$ 13,369,619	\$ 13,398,989
EXPENDITURES					
Current:					
General government	\$ 966,845	\$ 814,401	\$ 952,280	\$ 920,892	\$ 749,738
Public safety	1,642,038	1,507,356	1,510,721	1,583,961	1,411,757
Education	9,776,738	8,924,729	8,610,090	7,922,198	7,454,804
Public works	715,204	656,998	739,405	643,759	519,939
Human services	56,759	53,934	56,675	71,766	46,054
Culture and recreation	195,807	153,998	165,302	167,432	171,371
Pension benefits	508,748	426,265	352,153	303,634	272,069
Property and liability insurance	84,925	78,090	74,587	59,468	43,365
Employee benefits	1,016,078	923,027	804,166	714,480	604,441
Other	69,139	61,127	-	39,037	20,027
Debt service:					
Principal	554,000	858,320	783,000	783,000	893,000
Interest	508,105	490,912	497,054	395,788	388,614
TOTAL EXPENDITURES	\$ 16,094,386	\$ 14,949,157	\$ 14,545,433	\$ 13,605,415	\$ 12,575,179
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(358,724)	311,004	(373,337)	(235,796)	823,810
OTHER FINANCING SOURCES (USES):					
Operating transfers in	\$ -	\$ 255,514	\$ -	\$ -	\$ 26,605
Operating transfers out	-	-	-	(153,910)	(79,000)
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ 255,514	\$ -	\$ (153,910)	\$ (52,395)
NET CHANGES IN FUND BALANCES	\$ (358,724)	\$ 566,518	\$ (373,337)	\$ (389,706)	\$ 771,415
FUND BALANCES AT BEGINNING OF YEAR	2,240,613	1,674,095	2,047,432	2,437,138	1,665,723
FUND BALANCES AT END OF YEAR	\$ 1,881,889	\$ 2,240,613	\$ 1,674,095	\$ 2,047,432	\$ 2,437,138

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2005
(Unaudited)

	Amounts Carried forward From Prior Year	Current Year Initial Budget Projects	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance Over/(Under)
REVENUES							
Real estate and personal property taxes, net of tax refunds	\$ -	\$ 12,146,723	\$ 12,146,723	\$ 12,146,723	\$ 12,150,335	\$ -	\$ 3,612
Tax and trash liens	-	-	-	-	-	-	-
Motor vehicle and other excise taxes	-	740,000	740,000	740,000	824,856	-	84,856
Intergovernmental	-	1,848,990	1,848,990	1,848,990	1,854,541	-	5,551
Departmental and other	-	557,600	557,600	557,600	523,959	-	(33,641)
Investment Income	-	18,000	18,000	18,000	22,881	-	4,881
Miscellaneous	-	29,000	29,000	29,000	114,418	-	85,418
TOTAL REVENUES	\$ -	\$ 15,340,313	\$ 15,340,313	\$ 15,340,313	\$ 15,490,990	\$ -	\$ 150,677
EXPENDITURES							
Current:							
General government	\$ 63,794	\$ 996,847	1,060,641	\$ 1,084,641	\$ 966,845	\$ -	\$ (117,796)
Public safety	95,040	1,616,695	1,711,735	1,711,735	1,642,038	-	(69,697)
Education	65,249	9,754,169	9,819,418	9,819,418	9,776,738	-	(42,680)
Public works	173,449	652,484	825,933	825,933	715,204	-	(110,729)
Human services	-	59,888	59,888	59,888	56,759	-	(3,129)
Culture and recreation	5,672	203,028	208,700	208,700	195,807	-	(12,893)
Pension benefits	-	264,076	264,076	264,076	264,076	-	-
Property and liability insurance	-	90,000	90,000	90,000	84,925	-	(5,075)
Employee benefits	627	991,528	992,155	1,024,403	1,016,078	-	(8,325)
Other	-	69,139	69,139	69,139	69,139	-	-
Debt service:							
Principal	-	552,752	552,752	552,752	554,000	-	1,248
Interest	-	559,314	559,314	559,314	508,105	-	(51,209)
TOTAL EXPENDITURES	\$ 403,831	\$ 15,809,920	\$ 16,213,751	\$ 16,269,999	\$ 15,849,714	\$ -	\$ (420,285)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(403,831)	(469,607)	(873,438)	(929,686)	(358,724)	-	570,962
OTHER FINANCING SOURCES (USES):							
Proceeds from bonds and notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceed from refunding bonds	-	-	-	-	-	-	-
Premium from issuance of bonds	-	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-	-
Operating transfers in	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGES IN FUND BALANCE	\$ (403,831)	\$ (469,607)	\$ (873,438)	\$ (929,686)	\$ (358,724)	\$ -	\$ 570,962

**TAX COLLECTOR
FISCAL YEAR 2005**

REAL ESTATE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/04	TAX TITLE				OUTSTANDING AS OF 6/30/05
		COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS	REFUNDS	
2005	-	\$ 12,030,135.42	\$ 44,823.91	\$ 11,953,391.51	\$ 15,754.96	\$ 47,674.96
2004	\$ 73,006.90	-	\$ 13,896.18	\$ 65,613.69	\$ 13,896.18	\$ 7,393.21
2004 Supp	\$ -	\$ 17,402.77	-	\$ 4,659.10	-	\$ 12,743.67
2003	\$ 12,884.82	-	-	\$ 10,829.38	-	\$ 2,055.44
2002	\$ 1,177.26	-	-	-	-	\$ 1,177.26
2000	\$ 898.02	-	-	-	-	\$ 898.02
1999	\$ 690.51	-	-	-	-	\$ 690.51
1998	\$ 1,127.20	-	-	-	-	\$ 1,127.20
1997	\$ 646.00	-	-	-	-	\$ 646.00
1996	\$ 610.67	-	-	-	-	\$ 610.67
1995/Prior	<u>\$ 16,259.22</u>	<u>-</u>	<u>\$ 16,259.22</u>	<u>-</u>	<u>-</u>	<u>-</u>
	\$ 107,300.60	\$ 12,047,538.19	\$ 74,979.31	\$ 12,034,493.68	\$ 29,651.14	\$ 75,016.94

PERSONAL PROPERTY TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/04	COMMITMENTS	TAX TITLE		REFUNDS	OUTSTANDING AS OF 6/30/05
			ABATEMENTS	COLLECTIONS		
2005	-	116,146.20	\$ 31.44	\$ 125,827.04	\$ 10,005.98	\$ 293.70
2004	\$ 1,717.60	-	-	\$ 1,432.01	-	\$ 285.59
2003	\$ 236.90	-	-	\$ 178.92	-	\$ 57.98
2002	\$ 60,094.98	-	-	-	-	\$ 60,094.98
2001	<u>\$ 1,170.41</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 1,170.41</u>
	\$ 63,219.89	116,146.20	\$ 31.44	\$ 127,437.97	\$ 10,005.98	\$ 61,902.66

MOTOR VEHICLE EXCISE TAX

FISCAL	UNCOLLECTED					OUTSTANDING
YEAR	AS OF 7/1/04	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	AS OF 6/30/05
2005	-	569,886.98	\$ 12,635.40	\$ 518,967.46	\$ 5,108.65	\$ 43,392.77
2004	\$ 48,678.84	128,191.24	\$ 9,425.88	\$ 163,121.11	\$ 6,631.78	\$ 10,954.87
2003	\$ 13,071.95	9,139.69	\$ 483.43	\$ 13,264.51	\$ 574.68	\$ 9,038.38
2002	\$ 4,780.41	961.67	-	\$ 2,412.17	-	\$ 3,329.91
2001	\$ 2,916.57	-	-	\$ 542.81	-	\$ 2,373.76
2000	\$ 4,233.66	-	-	\$ 98.75	-	\$ 4,134.91
1999	\$ 3,097.52	-	-	\$ 8.13	-	\$ 3,089.39
1998	\$ 1,675.83	-	-	-	-	\$ 1,675.83
1997	\$ 2,061.88	-	-	-	-	\$ 2,061.88
1996	\$ 2,537.52	-	-	-	-	\$ 2,537.52
1995	<u>\$ 4,517.20</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 4,517.20</u>
	\$ 87,571.38	708,179.58	\$ 22,544.71	\$ 698,414.94	\$ 12,315.11	\$ 87,106.42

ADDITIONAL REVENUES COLLECTED DURING FY 2005

INTEREST	\$ 21,551.77
MUNICIPAL LIEN CERTIFICATES	\$ 6,975.00
DUPLICATE TAX BILL CHARGES	\$ 4,018.00
DEMAND FEES	\$ 6,495.00
REGISTRY CLEAR FEES (MVE)	<u>\$ 1,360.00</u>
TOTAL	\$ 40,399.77

**RESPECTFULLY SUBMITTED,
MARY P. SHEMOWAT, CMMC
TAX COLLECTOR**

TOWN TREASURER

Herewith is presented my first report as Treasurer in the Town of Boxborough:

FY2005 RECEIPTS:

A. W. Wetherbee Library Interest	1.92	GEO TMS Fees	3,850.63
A/B Cultural Council Grant Interest	222.00	Grace M. Priest Fund Interest	64.58
A/B Cultural Council Grant	4,440.00	Hammonds Scholarship Fund Interest	438.33
Abatements to the Elderly	502.00	HazMat/Fire Outside Detail	3,745.00
Abatements to Veterans	6,161.00	Henry H. Brooks Library Interest	51.89
Additional State Aid-Municipal Relief	28,428.00	Highway - Chapter 90 Reimbursement	19,241.41
Alcoholic Beverage Licenses	12,000.00	Highway - Chapter 90/Chapter 127	21,658.56
AT&T Comcast Capital	29,306.05	Highway - Library Reimbursement	1,131.10
AT&T Comcast Operations	65,587.70	HRSA Bioterrorism Grant	2,500.00
BAN Interest - Affordable Housing	2,029.23	IDC - Payment in lieu of Taxes	28,741.25
BAN Interest - Library Construction	17,764.82	IDC - Sidewalk	20,000.00
BAN Interest	6,486.76	IDC - TIF	7,000.00
Blanchard Educ. Gift Fund	6,722.20	Insurance Proceeds Reimbursement	4,143.40
Blizzard Reimbursement - FEMA	2,200.00	Integrated School System	16,250.00
Board of Appeals Fees	2,419.67	Interest - Excise Taxes	4,782.21
Board of Health Permits	2,476.60	Interest - Property Taxes	15,875.81
Boxborough Meadows Interest	11,563.83	Law Enforcement Trust Fund	1,098.74
Boxborough Meadows Summerfield	80,000.00	Library Construction State Grant	476,590.00
Boxborough Meadows	400,000.00	Library Fines	2,897.52
Building Admin.Fees	3,147.46	Library Gift Fund - Rotary	500.00
Building Permits	126,150.36	Library Gift Fund	184.58
Cell Tower Rental Fee	18,800.00	Library Grant Interest	4,111.20
Cemetery Dept. Fees	2,350.00	License for Auctioneers Raffles	185.00
Cemetery Perpetual Care Fund Interest	672.28	Lottery Aid	206,884.00
Cemetery Sale of Lots	3,600.00	Milk Licenses	4.00
CMVI Fines	31,652.50	Miscellaneous Licenses, Permits	1,158.00
Common Victualler Revenue	200.00	Miscellaneous Revenue	62.76
Community Policing Grant	3,514.52	Motel/Hotel Room Occupancy Taxes	138,688.00
Conservation Comm - State WPA Fees	3,176.80	Municipal Equality Library Gt	1,244.43
Conservation Comm - Town Bylaw Fees	1,050.00	Municipal Lien Certificates	6,975.00
Conservation Comm./Wetland Prot. Fees	2,348.75	MV Excise 2004 and Prior	172,308.73
Conservation Fund Interest	597.48	MV Excise 2005	513,859.06
Conservation Trust Fund Donations	225.00	MV Excise Clear Fees	1,360.00
Court Fines	10,117.50	NESWC Stabilization Fund	63,500.00
D.P.W. Guaranteed Deposits	1,187.94	Non-Resident Offset Award Library Grant	451.23
Demand Fees	6,490.00	Other Permits (Bldg.)	1,427.00
Deputy Collector Fees	4,432.00	Overtime Enforcement/Mobilization Grant	245.20
Dog Fines	100.00	Parking Fines	141.00
Dog License Fees	8,242.00	Personal Property 2004 and Prior	1,610.93
Drug Free Schools Grant	200.00	Personal Property 2005	115,821.06
Duplicate Tax Bill Fees	4,013.00	Peter F. Whitcomb Fund Interest	434.23
Earnings on Investments	22,880.70	Planning Bd. Consult Fees, Int	39.52
Education Circuit Breaker FY04	34,662.00	Planning Board Fees	13,639.13
Education Circuit Breaker FY05	176,659.00	Planning Board Guaranteed Deposits	9,023.74
Elder Affairs Grant	2,800.00	Plumb/Gas Insp. Permit Fees	12,585.60
Electrical Insp. Permits (Rev.)	13,491.86	Police Career Incentive	30,771.19
Enhanced Education Through Technology	620.34	Police Dept. Misc. Fees	706.00
Extended Polling Hours Revenue	74.34	Police Dept. Outside Detail Admin. Fees	2,428.35
Federal School Lunch Program	9,430.20	Police Dept. Outside Detail Revolving	56,092.80
Fire Dept. - Alarm Permits	2,800.00	Police Dept. Pistol Permits	1,183.75
Fire Dept. - Ambulance Receipts	88,905.91	Premium on Bonds	7,826.20
Fire Dept. - Cistern	1,000.00	Public Library Grant	3,401.06
Fire Dept. - MDU Grant	374.04	Real Estate Tax 2004 and Prior	64,178.43
Fire Dept. - Miscellaneous Fees	1,375.00	Real Estate Tax 2005	11,937,636.56
Fire Dept. - Other Permits	841.50	Recreation Comm. Fees	27,740.00
Fire Dept. - Public Education	1,220.00	Reita Bean Library Fund Interest	241.65
Fire Dept. - S.A.F.E Grant	3,115.21	Roy F. Custance EMT Fund Interest	30.65
Fire Dept. - Safety Equipment Grant	15,000.00	SAFE Drug Free Grant FY05	2,330.00
Fire Dept. - Sale of Vehicles	4,213.99	Sales of Copies	2,215.14
Firearm Permit Fees	3,041.25	School Aid: Chapter 70	1,227,111.00
Fuel Assistance Program	15.00	School Construction CH645	374,472.00

School Lunch Sales	89,465.07	Title 1 - Reading Program	51,829.47
School Meals Tax	18.18	Title II – Eisenhower	12,635.45
Siemen's Library Fund Interest	298.85	Town Clerk Fees	2,397.00
SPEC 94-142 Allocation	120,481.00	Transfer Station Sticker Fees	92,600.00
SPED Curriculum Access	6,036.00	Transient Vendors Licenses	3,810.00
SPED Early Childhood	7,707.24	UCCI Revenue	227.12
Stabilization Fund Interest	19,618.57	Valerio's Library Fund Interest	17.88
State Owned Land	893.00	War Memorial Fund Interest	15.00
State School Lunch Program	3,323.35	Total FY2005 Receipts	<u>\$ 17,371,841.50</u>
Steele Farm Advisory Committee	500.00		
Summerfield - Monitoring Service	15,000.00		
Summerfield - Legal	17,000.00		

RECAPITULATION

General Fund Balance, 7/1/04	6,170,863.54
Trust Fund Balance, 7/1/04	<u>1,034,576.30</u>
Subtotal	7,205,439.84
FY2005 Receipts	17,371,841.50
Less FY2005 Approved Disbursements	<u>18,750,874.65</u>
Cash on Hand 6/30/05	<u>\$ 5,826,406.69</u>

General Fund Balance, 7/1/05	4,774,072.57
Trust Fund Balance, 7/1/05	<u>\$ 1,052,334.12</u>
	<u>\$ 5,826,406.69</u>

PROJECTED LONG-TERM DEBT:

	PRINCIPAL	INTEREST	TOTAL
FY2006	350,000.00	288,510.63	638,510.63
FY2007	673,000.00	336,606.25	1,009,606.25
FY2008	655,000.00	309,253.75	964,253.75
FY2009	650,000.00	284,316.25	934,316.25
FY2010	645,000.00	261,653.75	906,653.75
FY2011	625,000.00	237,866.25	862,866.25

In July 2005 the town issued bonds in the amount of \$8,153,000 at a Net Interest Cost of 3.82%.

That issue included a consolidation of short term borrowing for the following projects:

Water/Sewer Project, Conservation Land, Library Construction, Recreational Facility and Affordable Housing(Partial)

The bonds also included the refinancing of the Blanchard School Debt.

Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

**TOWN TREASURER
TRUST FUND REPORT
FISCAL YEAR 2005**

Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$ 10,000.00 was given to the Town by her family and friends. The interest earned at Citizens Bank this year was \$ 241.65. No donations were received. The Trustees spent none of this fund this year. The balance in this fund at fiscal year's end is \$15,969.69.

Henry H. Brooks Library Fund

The sum of \$ 3,000.00 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. No funds were expended this year. The interest earned at Citizens Bank this year was \$ 51.89, and the fund balance is \$ 3,428.27.

Cemetery Perpetual Care Fund

The Fund balance totals \$44,428.23. Interest earned on the Fund was \$672.28. The total non-expendable portion of the Fund is \$ 28,950.00.

Conservation Fund

Interest earned on this fund at Citizens Bank was \$ 597.48. Donations of \$225 and other receipts of \$780 were added, leaving a Fund Balance at year-end of \$39,578.39.

Roy F. Custance E.M.T. Fund

The sum of \$ 3,250.00 was given by family and friends of Roy F. Custance. \$ 1,000.00 of these funds is non-expendable. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund at Citizens Bank was \$30.65. The Fund balance is \$ 2,025.43.

John R. & Elsie G. Hammond Scholarship Fund

The sum of \$ 20,000.00 was given to set up this Trust by John & Elsie Hammond. The interest income from said Fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. The interest earned on this Fund was \$ 438.33. No award was made this year. The Fund balance is \$23,232.16.

Law Enforcement Trust Fund

This Fund has been in existence since August of 1986. Funds have been added to it over the years through State Funding and other sources. The fund is prohibited by law from earning interest. The balance of the Fund is \$ 6,788.40. Grants totaled \$919.74 and there were no disbursements.

Grace M. Priest Memorial Fund

The sum of \$ 1,120.27 was left to the Town by the family of Grace M. Priest. Interest earned may be spent equally on cemetery and library expenses. Donations totaling \$2,000.00 were made during FY2003. Interest earned at Citizens Bank was \$ 64.58. The Fund balance is \$ 4,268.33 of which \$3,120.27 is non-expendable.

Siemen's Library Fund

The sum of \$ 10,000.00 was a gift to the Library, and interest earned at Citizens Bank was \$ 298.85. Interest may be expended for the purchase of art related books and materials. No expenditures were made this year. The Fund balance is \$19,748.82.

Stabilization Fund

Interest earned on the Stabilization Fund from Morgan Stanley and from Citizens Bank during FY2005 totaled \$19,756.74. The Stabilization Fund balance is \$ 868,657.97. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. Two articles were voted at Town Meeting on May 9, 2005 that will require expenditures totaling \$100,000, Article 13 to replace the Water Cistern at Stonehedge Place for \$40,000 and Article 17 to Install Exploration Wells for \$60,000.

Elisabeth Oliver Valerio & Manual C. Valerio Fund

The sum of \$ 1,000.00 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned at Citizens Bank was \$ 17.88, and no expenditures were made this year. The Fund balance is \$1,181.34.

War Memorial Fund

The sum of \$ 600.00 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned at Citizens Bank was \$ 15.00, and the Fund balance is \$991.42.

A.Winslow Wetherbee Fund

The sum of \$ 100.00 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned at Citizens Bank was \$ 1.92. The Fund balance is \$ 127.16.

Peter F. Whitcomb Fund

\$ 5,000.00 was given for Highway uses. A combination of cash and stocks had made up this gift, but the last of the stocks (138 shares of Bell Atlantic and 60 shares of AT&T) were sold at the advice of our auditors. Interest this year totaled \$ 434.23. The Fund balance at the end of FY2005 was \$ 28,696.91.

REPORT OF THE FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town Bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under Article 5 at Annual Town Meeting in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at Town Meeting and other forums.

At the end of FY2005 the Finance Committee lost the services of Anton Reinert and Michael Toups who reached the end of their 3-year terms. Thank you Anton and Michael for your dedication over the years. Replacing them were Dan Maserang (2008) and Dan Breuer (2008). Returning for another year were Lorraine Carvalho (2006), James Gorman (2006), Keshava Srivastava (2007), Gary Kushner (2008), Tom

Hanlon (2006), and Neal Hesler (2007). John Fallon (2007) resigned from the FinCom to become our Town Moderator replacing Reg Brown. Sue Hardie (2007) was added to replace John. Thank you John for your help during your tenure with the Finance Committee.

The Fiscal year 2005 ended on June 30, 2005. Over the course of the fiscal year the Finance Committee approved \$136,971 in reserve fund transfers out of a total appropriated budget of \$201,000 (\$146,000 at ATM and \$55,000 at STM). These reserve fund transfers are proposed by department heads, approved by the appropriated elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers included legal expenses, Planning Board consultancy fees, Highway Department fuel expense, Town Hall parking lot, etc. The reserve fund was hit by legal fees pretty hard early in the year, so \$55,000 was moved from free cash to the reserve fund at a STM.

The Finance Committee engaged in numerous activities that directly or indirectly affect the financial stability of the town. Some of the key events or issues that the Finance Committee was engaged in FY05 are documented below:

- Annual budget for the Town of Boxborough for fiscal year 2005 was approved at a total amount of \$16,077,455 with \$11,996,124 raised by taxation, \$1,848,991 being anticipated in Cherry Sheet aid and \$1,344,600 in local receipts and free cash. The tax rate was set at \$13.12 per \$1000 of valuation.
- Special Town Meeting was held to update a number of budgets including the reserve fund. A table is provided at the bottom of this document.
- Presentations to ATM on the current financial status and near term budget projections. Provided a detailed explanation of the impacts for passing and not passing the operating override in the FY06 budget.
- Re-use of the former Sargent Memorial Library as an historical facility and town archives as the new library came on line.
- Discussion of warrant articles including snow removal, town hall phone system, town hall space needs study, Assessors revaluation, and condo conversions.
- Receipt of school building assistance payment of \$25,697,000 for the ABRHS.
- Receipt of the Library building assistance funds from the state of \$1,429,770 in FY05 with the additional \$158,764 received in FY06 (CY2005).

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles.

The Finance Committee continues to provide feedback to the various committees in town.

Budget Category	FY '05 ATM budget	FY '05 Actual	% Expended
General Government	\$850,847	\$935,027	109.9%
Protection	\$1,616,695	\$1,586,679	98.1%
Blanchard School	\$4,791,317	\$4,754,356	99.2%
A/B Regional School	\$4,788,078	\$4788,078	100%
Minuteman Technical School	\$174,774	\$174,178	99.7%
Public Works	\$652,484	\$657,162	100.7%
Cultural, Recreation, Library	\$203,028	\$191,016	94.1%

Health	\$59,888	\$56,759	94.8%
Reserve Fund	\$146,000	136,971	93.8%
Debt Service	\$1,112,066	\$1,062,105	95.5%
Employee Benefits	\$1,345,604	\$1,364,452	101.4%
Total Operating Budget	\$15,740,781	\$15,569,812	98.9%
ATM warrant article within 2 1/2	\$15,174	\$15,174	100.0
Total budget	\$15,755,955	\$15,584,986	98.9%

* includes town employees and Blanchard Employees

The shortfall in individual budgets was covered by use of the Town's reserve fund. (\$136,971)

The actual sources of funds for FY '05 are listed below:

Revenue Sources for ATM	Revenue
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$11,709,114.00
State Aid	\$ 1,846,276.00
Local Receipts (Excise tax, permits)	\$ 1,315,566.00
Close out of old warrant articles	\$826.36
Overlay Reserve released to fund budget	\$ 68,036.32
Transferred from debt service reserve for conservation land purchase	\$8,113.40
Transferred from debt service reserve for Liberty Field	\$3,417.68
Transferred from debt reserve for library construction project	\$18,208.48
Free Cash	\$ 764,126.76
Total revenue source	\$15,733,685.00

Changes to FY'05 Article 5 at STM dated 1/24/05

Line Item	Description	Appropriated at ATM 5/2004	Reserve Fund Transfer	Proposed increase/Decrease Appropriation	Total FY05 Allocation
151	Legal	\$64,000	\$70,087	+\$32,000	\$166,087
175	Planning Board Salaries	\$55,675	\$0	-\$8952	\$46,723
175	Planning Board Other	\$3897	\$7200	+\$1752	\$12,849
192	Town Hall Salaries	\$166,815	\$0	-\$17,790.50	\$149,025
192	Town Hall Other	\$81,475	\$0	+\$17,790.50	\$99,266
915	Med, Life, LTD	\$911,675	\$0	+\$33,248	\$944,923
132	Reserve Fund	\$146,000	\$0	+55,000	\$201,000
Totals			\$77,287	+\$113,048	

AIRPORT STUDY COMMITTEE

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen to monitor airport development as it impacts the Town of Boxborough. The committee is charged to report its findings to the Board of Selectmen and any other impacted boards or committees within the Town of Boxborough.

During the past year ASC focused on the following issues: (1) the Draft Report on 2005-2009 Vegetation Management Plan, Minute Man Air Field, Stow Massachusetts, dated June 2005; (2) the 2002 Capital Improvement Plan for Minute Man Air Field; (3) proposed legislation by the State of Massachusetts providing for clearing of potential obstructions (including but not limited to trees) to aviation. Elements of each of the issues were studied and where appropriate input was provided to the associated town function.

Mike O'Leary (Chairman)
Anne Canfield
Open Position

Bill Litant
Jackie Mayer

ANIMAL CONTROL OFFICER

I received and responded to 44 calls during 2005. These included:

1	bat	1	fox/duck
1	beaver	1	horse
3	bird	1	muskrat
1	coyote	1	"neglected" horse
1	dead cat	2	opossum
1	duck	1	rabbit
1	injured cat	9	raccoon
1	sick cat	2	skunk
1	crow	4	squirrel
1	deer	1	turkey
2	dead deer	1	unknown animal in basement
5	fox	1	Littleton Police request

In addition, there were numerous inquiries regarding animals and birds.

Donald C. Morse
Animal Inspector

ANIMAL INSPECTOR

The animal count for the town was conducted and revealed the following:

19	Sheep	4	Pea Hens
69	Horses	3	Pigs
8	Ponies	103	Cows
48	Chickens	18	Ducks
11	Goats	12	Geese
83	Rabbits		

Donald C. Morse
Animal Inspector

DOG OFFICER REPORT

Dogs Licensed	612	Nuisance Dogs	
		barking	3
Kennel Licenses		aggressive	5
\$25	1	Bites	
\$50	3	dog to dog	2
\$75	2	Cats	
Unlicensed Dogs Picked Up		reported missing	2
belonging in town	1	reported stray	1
belonging out of town	3	known found or returned to	
returned to owners	4	owners	1
out of town resident holding		Advice	1
lost dog	2		
Licensed Dogs Picked Up		Other Animal Calls	
belonging in town	16	tame sparrow	1
belonging out of town		jogger aggressive toward dogs	
returned to owners	16	on their own property	2
found out of town, belonging		Referred Calls to Animal	
in town, due to a motor		Control Officer	2
vehicle stop by police	2	Assisted Littleton	6
Lost Dogs			
from town	13		
from out of town	4		
known found and returned to			
owners	16		

Respectfully submitted,
Phyllis Tower, Dog Officer

FIELD DRIVER

The Field Driver, in three incidents, assisted in the recovery of roaming horses or ponies. Conveniently, these were close to home and occurred in daylight.

For your interest an old reference to the office of Field Driver is given in the History of Chelmsford by the Reverend Wilson Waters (1917):

“Field drivers were elected by the Town to perform the duties of a Hayward – to prevent wandering cattle from doing damage or becoming a prey to wolves and to impound strays. Their fees were commonly called pound-shot. This office has sometimes been bestowed good naturedly upon the newst benedicts.”

George C. Krusen II

BOARD OF REGISTRARS REPORT

The Board of Registrars conducted the Annual Census as of January 1, 2005, showing a population of 5,377. This shows a large increase in the population as it includes Inactive Voters, a large portion of which cannot be immediately removed from the Voter's List even though they have moved. There were two (2) sessions of Voter Registration held during the year. The Board of Registrars met two (2) times during the year to certify signatures on nomination papers and initiative petitions. There was also one Citizens Petition received. There were 588 signatures certified and 69 deletions. As of the last voter registration, there were 2,868 Active Voters and 107 Inactive Voters.

TOWN CLERK'S OFFICE VITAL STATISTICS

In compliance with the Acts and Resolves of Massachusetts 1991 Chapter 431, there were fifty-one (51) records of births received as of this date for the year 2005.

As of this date, the total number of deaths recorded for 2005 is twelve (12).

The total number of marriages recorded in 2005 is fifteen (15).

Income Received in the Office of the Town Clerk

Clerk Fees	\$ 2,499.00	Copies & Postage	\$ 108.49
Street/Voting Lists	100.00	Dog Fines	2,110.00
Dog Licenses	6,533.00	Auctioneer/Raffle Per.	175.00
Diskettes	100.00	Dog Violations	30.00
Zoning/General By-Laws	45.00		

Total Collected and Turned into Town Treasurer \$11,700.49

BUILDING DEPARTMENT

Although there was a slight decline in permit/construction activity from the year ending last, Boxborough continues to show a relatively strong pace in residential growth and commercial reconstruction.

The revisions to the many codes and regulations that we administer help us stay current with the best available information and practices. We continue to strive to improve our goal of delivering Public Safety to the fullest extent possible.

Effective March 31, 2006, every Residential Structure that presently or in the future contains Fossil Fuel Burning Equipment or has enclosed parking shall be equipped, by the owner, landlord or superintendent, with working and Listed Carbon Monoxide Alarm Protection. This applies to both new and existing dwellings. For information, please call this office (978-263-1116), visit the Town of Boxborough website www.town.boxborough.ma.us or Fire Marshal's website at: www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf.

Also...

- Check and change your smoke detector/carbon monoxide detector batteries every 6 months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to this office is all it takes to make sure.
- Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisors license and a Home Improvement License.
- F.Y.I. The Seventh Edition of the State Building Code should be released sometime later in 2006. The Board of Building Regulations and Standards has voted to use the International Building Code (IBC) and the International Residential Code (IRC), 2000 (with 2002 amendments) as the basis for the Seventh Edition of the State Building Code.

I would like to thank all of the dedicated Town of Boxborough employees and boards, the residents and the contractors working in the town for their assistance in the successful operation of the Building Department.

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2005.

John F. Field

Inspector of Buildings/Code Enforcement Officer

Building Permits Issued

New Construction:

Residential/Single Family	16
Commercial	1
Pools	9
Foundation only	0

Miscellaneous

Signs	3
Temporary Structures	8
Woodstove	4
Cell Tower Antenna	1

Additions/Alterations:

Residential	100
Business	19
Demolition	3

Stop Work Orders: 3

Total Permits: 164

Building Fees Collected:

Permit Fees	\$ 113,272
Certification Fees	718

Total: \$ 113,990

Electrical Permits Issued

Total permits issued	188
Total fees collected	\$ 18,110

Plumbing/Gas Permits Issued

Total permits issued	144
Total fees collected	\$ 14,479

BOXBOROUGH FIRE DEPARTMENT

In calendar year 2005, the Fire Department responded to more than one thousand one hundred and forty three calls for assistance. Out of the 1,143 to which the Fire Department responded, three hundred thirty nine were medical related and eight hundred four were fire related calls.

2005 proved to be a challenging year for the Fire Department. In the spring of 2005, Engine 64, which is the first piece of fire apparatus to respond on emergencies, experienced a catastrophic pump failure and was taken out of service. Removal and inspection of the pump revealed that the pump needed to be replaced. This was a very expensive repair, which required the repair being sent out for bid. Bid specifications were written and the repair went out for bid in August of 2005. EVM Fire Apparatus of Lewiston, Maine was awarded the contract. We expected Engine 64 to be back in service by the end of October. Unfortunately, new pump availability was a problem, which delayed putting Engine 64 back in service until February 2006. During this time extra personnel worked shifts in order to boost the initial response to any major event. Mutual aid with surrounding towns was also greatly appreciated during this time period.

Again fire prevention had a sharp increase in the past year. Two hundred and ninety four inspections verses one hundred and seventy the year prior. We expect 2006 to be even greater with the number of 40B developments that are due to start construction this spring as well as ongoing renovations at numerous large commercial buildings in town. It is imperative that we continue to invest in the education of our inspectors as well as our firefighters. Inspecting properties regularly during initial construction and renovations allows us to mitigate the possibility of a major catastrophe. This helps ensure the safety of all firefighters as well as the residents of the Town of Boxborough.

Firefighters are again back in the school systems teaching students first aid, cardio pulmonary resuscitation as well as fire safety. This program is funded through the Student Awareness of Fire Education program also known as the SAFE Program. The Commonwealth of Massachusetts Executive Office of Public Safety recently awarded the Town of Boxborough \$ 3,115.21 for the funding of the SAFE program. This is an essential program along with fire prevention to help reduce major occurrences.

The Fire Department applied for and was awarded several grants this past year. Again through the Commonwealth of Massachusetts Executive Office of Public Safety, the town was awarded \$ 15,000 which was used to purchase a new extrication tool (commonly know as "the Jaws of Life"). This is a valuable tool most commonly used at motor vehicle accidents to help extricate trapped people from the vehicle. The Federal government grant program through the Department of Homeland Security recently awarded the Town of Boxborough \$80,315 for the replacement of Firefighters protective clothing which includes pants, coat, helmet, boots and gloves. The grant also allows us to purchase a special washing machine and dryer for this type of equipment as well as new storage racks. Town meeting approval in the spring of 2005 supported the Fire Department in several categories. Money was appropriated to purchase radio alarm boxes to be installed in the Town Hall, the Boxborough Museum, DPW and Hager Pump House behind Sargent Memorial Library. The radio alarm box sends a direct signal to the public dispatch center, which will immediately respond fire personnel to that location. A new ambulance purchase was approved. Bid specs will be completed and we expect to go out to bid in the first half of 2006. Money was also appropriated to replace an inoperative cistern (large underground water tank used for fire

suppression) on Stonehedge Place. This work should hopefully commence in the spring of 2006 as long as Mother Nature cooperates.

The Town of Boxborough Fire Department continues to employ both full time and on call a group of dedicated people second to none. Without these dedicated people, the Fire Department would not be what it is today. For that I greatly appreciate the hard work and dedication that they give to the department and the citizens of Boxborough.

Respectfully,
Michael J Kidd, Acting Interim Fire Chief

Fire Department Statistics for Calendar Year 2005

Aircraft Incident	0	Medical Assist	8
Alarm Box Maintenance	32	Medical Emergency	339
Alarm Investigation	126	Motor Vehicle Accident	59
Detail / Fire Watch	7	Mutual Aid – Ambulance	78
Fire – Brush	7	Mutual Aid – Fire Apparatus	15
Fire – Vehicle	15	Outside Smoke Investigation	0
Fire – Chimney	1	Public Education	16
Fire – Other	8	Special Service – Suspicious Item	0
Fire – Structure	2	Special Service – Other Assistance	11
Hazardous Materials Incident	4	Special Service – Lockout	9
Inspection	294	Special Service – Water problem	13
Investigation – Carbon Monoxide	9	Training	42
Investigation – Electrical	16	Water Rescue	0
Investigation – Natural Gas	0		
Investigation – Odor	11		
Investigation – Other	21	Total Responses	1143

POLICE DEPARTMENT

It is my pleasure to submit the annual report for the Police Department for 2005.

During the past year (2005), the officers of the Boxborough Police Department were very active and continued to show a commitment to the community policing philosophy, and toward providing effective law enforcement and personalized service to the citizens of our community at the lowest possible cost. Our primary goals were to keep our community safe through efforts to detect and reduce any criminal activity, effective traffic enforcement, and a quick response to all emergency situations. Although Boxborough police officers have a reputation for aggressive traffic enforcement, our primary focus was, as always, concentrated on the issuance of verbal and written warnings to educate drivers on the dangers of unsafe operation. During the past year, our officers made 2,015 motor vehicle stops, but approximately 80% (1,608) of these stops resulted in either verbal or written warnings. In addition to keeping our roadways safer, a direct benefit to aggressive traffic enforcement has been the discovery of criminal activity during many of these traffic stops, which during 2005, resulted in 79 arrests and 61 operators or passengers being summoned to court. A significant number of these arrests involved taking drunk drivers off our streets (22), and or involved drug-related activities (12). Additionally, on August 15th of 2005,

Officer Brett Pelley affected an arrest of a Florida fugitive wanted for Attempted Murder (as a direct result of a traffic stop).

Again for 2005, the Police Department received a grant from the Commonwealth of Massachusetts Executive Officer of Public Safety in the amount of \$12,000.00 for the continuation of our Community Policing Programs. The Community Policing philosophy has become a standard in the vast majority of police departments around the country and has advanced the concept of partnering with the citizens to solve problems and prevent crime. The monies received through this grant allowed us to continue to provide programs, activities, and operational services which would be unavailable without these funds. We have been able to provide some additional police patrols (particularly for special town events and celebrations), motorcycle patrols, child safety-seat events, youth educational programs and materials, and specialized training for our command and patrol staff. As in past years, we have utilized some of these funds to provide additional police patrols for targeted events/times of the year, including graduation time, prom time, Memorial Day, Halloween night, and Labor Day - Thanksgiving Day weekends. We also participated, again this year, in the Governor's Highway Safety Bureau's Specialized "enforcement periods" throughout the year, with focus on the use of seat belts, and the detection of drunk or impaired drivers.

The positive trend toward information sharing between all law enforcement agencies in the United States (federal, state, and local) has allowed us to be better prepared to address, and react if necessary, to large scale disasters, acts of terrorism, or any large-scale emergency which could effect the Town of Boxborough. We also continued to work closely with all town departments to make the most of our resources, and we have aggressively pursued progressive and innovative ideas, particularly in the area of regionalization, in an effort to provide better service while keeping costs down.

The Police Department had some changes in personnel during 2005. In March, we hired five additional part-time Special Police Officers who have greatly assisted the department in our need for additional staffing. The new officers included Officer Nathan Bowolick (who had been employed with Boxborough as a full time public safety dispatcher for several years), Officer David Lanteigne, Officer George Bent, Officer Brian Hart, and Officer Anthony Yaninno. We have been able to staff these new officers on approximately two (2) open shifts per week during the year, which has helped not only with overall staffing, but also with lower overtime costs.

Also during 2005, full-time Officer Christopher Demers resigned as a Boxborough officer (December 21st, 2005) to accept a full-time position with the Wayland Massachusetts Police Department. Chris did an outstanding job for us as a police officer (full and part time, as well as working several years as a public safety dispatcher/dispatch supervisor) and we certainly wish him well in his new position.

Our dispatchers at Boxborough Public Safety Dispatch Center worked very hard during the year to provide constant professional service to the citizens of our community as well as being the lifeline for Boxborough police officers and firefighters. The center continues to operate 7 days per week/ 24 hours per day with four (4) full time dispatch personnel and (3) part time dispatchers. The Dispatch Center provides a tremendous service to the citizens of this community, and proves on a daily basis that they are a motivated, highly trained, and professional group of individuals who have dedicated themselves to service for the Town of Boxborough. I offer my sincere thanks to these men and women who go above and beyond on a daily basis and keep us all safe.

In closing, I wish to thank all officers of the Boxborough Police Department for dedicated and professional service to this community and for routinely putting their lives on the line for us every day. Through their hard work and perseverance, they have made my job a lot easier. I would like to give special recognition to Sergeant Stephen Trefry and Sergeant Warren Ryder for their support and

leadership, and to my secretary Andrea Veros for her tireless efforts and professional secretarial support. I would also like to thank the members of the Boxborough Fire Department and Boxborough Highway Department, as well as all the other town departments, town boards, and town officials who have helped us meet our goals and objectives throughout the past year.

Respectfully Submitted,
Richard G. Vance, Jr.
Chief of Police

Major Incidents 2004 – 2005

	<u>2004</u>	<u>2005</u>		<u>2004</u>	<u>2005</u>
Animal Complaints	92	81	M.V. Accidents w/ Injury	54	52
Annoying Phone Calls	13	12	M.V. Accidents w/ Property Damage	90	78
Aggravated Assaults	11	11	M.V. Complaints (Traffic Problems)	283	436
Arrests	215	124	M.V. Theft	4	3
Assist Citizen	955	1,702	Noise Complaints	45	48
Attempted Suicide	13	1	Protective Custody	5	5
Bomb Treats	0	0	Rape	2	1
Breaking and Entering	26	21	Recovered Stolen M.V.	1	1
Burglar Alarms	199	211	Sex Offenses	3	3
By-Law Violations	25	25	Shoplifting	2	5
Disturbances – Domestic	24	47	Sudden Deaths	1	1
Disturbances – General	61	67	Summoned to Court	181	192
Emergency Medical Calls	186	188	Vandalism	30	24
Follow-Up Investigations	82	61	911 Hang-ups	136	120
Intimidation	7	10			
Kidnapping	0	3			
Larcenies	47	52			
Liquor Law Violations	26	4			
Missing Persons	8	13			
Motor Vehicle Stops	3,046	2,015			
- Verbal Warnings	1,915	1,530			
- Written Warnings	191	78			
- Summoned to Court	67	61			
- Arrested	143	77			
Other Action	255	164			
Average Speed over Limit	17 mph	18 mph			

Boxborough Public Safety Dispatch

	<u>2004</u>	<u>2005</u>
Walk-In Service	1,281	1,191
911 Calls	374	393
Telephone Calls	3,445	3,753
Radio/Alarm Box Calls	10,029	7,342
Total Calls	15,129	12,679

CONSTABLES

The following is a list of the duties performed by the constables of the Town of Boxborough in 2005.

Subpoena	1
Summary Process	2
Town Meeting Warrant	1

Respectfully submitted,
David Birt, Constable
Richard Golden, Constable

CONSERVATION COMMISSION

The major responsibility of the Conservation Commission is to manage the town's natural resources and enforce the state Wetlands Protection Act and town of Boxborough Wetlands Protection Bylaw. Under these two pieces of legislation the Commission is given the responsibility of protecting certain specific 'interests' within wetlands and land adjacent to wetlands. The 'interests' to be protected under the state and/or local laws include the following: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat. The combination of these two regulatory duties consumes about 80% of the Commission's time.

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland. During calendar 2005, the Commission reviewed 9 Notices of Intent and 5 Resource Area Determinations (RAD). These values continue the downward trend from previous years due to the slow economy. With the current economy, the Commission is reviewing very few requests for Commercial or Business development. In contrast, single-family house lots in residentially zoned land are worth \$200,000 to \$300,000. Because of this high value of building lots, many landowners and developers are trying to develop parcels that contain wetlands or ledge. Permits associated with single family houses and 40B multi-unit projects are an increasing percentage of the Commission workload.

Each of the permits listed below requires public hearings, deliberations and site walks. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<u>Year</u>	<u>NOI</u>	<u>RAD</u>	<u>COC</u>	<u>Extensions</u>
2001	19	0	7	14
2002	13	1	7	11
2003	14	3	18	11
2004	10	5	6	6
2005	9	5	6	6

One significant change has occurred in the area of fees. As of January 2005, the Commission has implemented a new fee system for NOI and RAD made under the Boxborough Wetlands Bylaw. These new fees will shift a significant portion of the cost of administering the Bylaw from the taxpayers to the developer. These fees, forms, and instructional documents are now on the town website.

During the past year, the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make major improvements on the following conservation lands:

Beaver Brook - Steele Farm
Flagg Hill
For Pond Brook
Half Moon Meadow
Have Not Pond
Patch Hill - Carriage Road
Rolling Meadows
Wolf Swamp

Liz Markiewicz has done an excellent job leading the LanSCom and their trail maintenance efforts. Signs are on these parcels identifying access points. Trails have been cleared and marked. Maps have been made showing the trail locations. These maps are available on the town website and at the town hall. Efforts have been started to control non-native invasive plants such as oriental bittersweet and multiflora rose. Based on the feedback from residents, the trails are getting a lot of use and enjoyment. The Commission also sold orange hats this year to encourage safety on the trails.

The Commission expresses its gratitude to the Morey and Kaufman families for their generous donation of land to the town for conservation use.

There are a number of other people in town whose help makes our work easier. We would like to thank Ken March and the Highway Crew for their assistance on land and trail maintenance, the Building Inspector for help with enforcement and the staff at town hall.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month and we welcome the public. If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (ext. 111) at Town Hall.

Norman Hanover, Chair	6/30/2007
KC Donovan	6/30/2006
Charlene Golden	6/30/2008
David Koonce	6/30/2008
Dennis Reip	6/30/2006
Paul Rey	6/30/2006
Charlie Salemme	6/30/2007

ZONING BOARD OF APPEALS

In Boxborough, the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms. During the past year the following members served the board: Karim Raad, Chair (2008), Peggy Molander (2006), Tom Gorman (2007), and Chris Habersaat (2006), and Lisa St. Amand (2006).

The Zoning Board of Appeals (ZBA) is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 5200 of the Boxborough Zoning By-Law.

Primary powers of the Zoning Board of Appeals are the issuance of Special Permits (See Paragraph 5211) provided for in accordance with the provisions of Section 5300 of the Zoning By-Law, Paragraph 5212,

and to hear and decide petitions for variances from terms of the By-Law. Granting of variances from the By-Law requires that the Zoning Board of Appeals find that an applicant meet four strict conditions before granting of a variance. Public hearings are held for each application for a Special Permit or Variance.

Enforcement of the Zoning By-Law as provided for in the Zoning By-Law is the duty of the Building Inspector. The Board of Selectmen appoints the Building Inspector. Duties of the Zoning Administrator are defined in Massachusetts General Laws, Chapter 40A, Section 13. Any decision of the Zoning Administrator may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, Section 14, within 30 days after that decision.

Additionally, the Board continues to be involved with applications and issues relating to MGL Chapter 40B Comprehensive Permits for affordable housing. There have been ongoing discussions regarding the "Comprehensive Permit Rules of the Zoning Board of Appeals." An amended version was approved January 4, 2005. The Board is currently hearing the 40B application of Whitcomb Ridge LLC for approximately 60 units on Whitcomb Road and has started the process for Stonewall Estates on Codman Hill Road.

The Board generally holds regular meetings on the first and third Tuesday evenings of the month at the town hall. Additional meetings are planned as needed. During 2005, 10 applications were considered; they included 5 special permits, 3 amendments to previous decisions, 1 extension of an existing decision, and the previously mentioned 40B.

The ZBA continues to receive applications and has an active schedule of public hearings. We encourage the community to check the town web site for details about these meetings and hearings or call Mary Nadwairski at the Town Hall.

BOXBOROUGH HOUSING BOARD

Background

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. At the start of calendar year 2005, its members were Jeff Handler, Dave Kendrick, Joan Meyer, Al Murphy, Ron Vogel, and Channing Wagg. During 2005, Dave Kendrick's appointment expired. We wish to thank Dave for his many years of hard work and thoughtful contributions to the Housing Board. Two new members were added, Diane Friedman and Kathy Klier.

Condominium Exchange Program

In 2005, considerable effort was expended to modify and streamline the Condominium Exchange Program (CEP). To date, five condominiums have been converted from market-rate units to affordable units under the CEP. The implementation of the CEP has been complicated by several factors. The most serious of these was the significant increase of condominium prices, as depicted in Fig. 1, which has greatly increased the subsidy required to convert each condominium. In addition, the collaboration of the Federal Home Loan Bank (FHLB), a funding source, and local banks resulted in lengthy mortgage approval times. In view of this, we concluded the FHLB program and have discussed more streamlined approval processes with local banks. A meeting with representatives of the Department of Health and Community Development (DHCD) more clearly defined program structures that will avoid the problems of Phase I of the CEP. We are currently working on implementing the details of Phase II of the CEP.

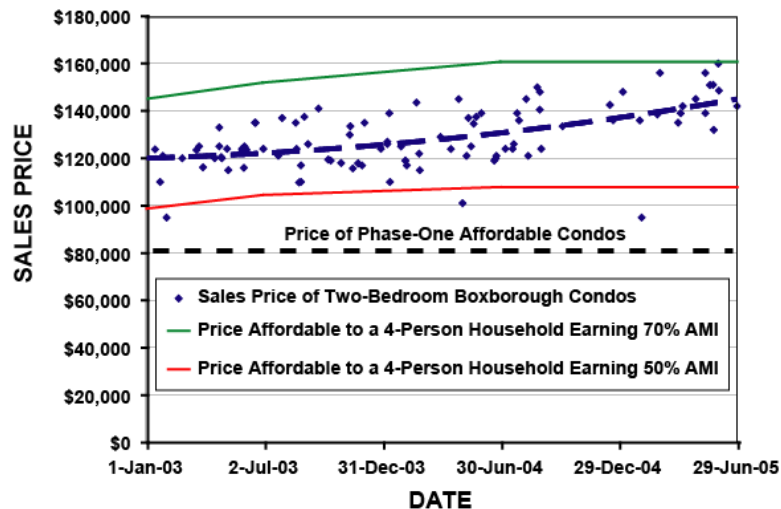


Figure 1. Sales price of two-bedroom Boxborough condominiums. Also shown is a trend line, the price of condominiums under the CEP, and the price affordable to 4-person households with incomes of 50% and 70% of area median income (AMI).

During 2005, the Town acquired a condominium at 294 Codman Hill Road through the tax-title process, which was then transferred to the Housing Board for use as affordable housing. After a number of repairs were made to the unit, the BHB offered it to the candidates that remained from the CEP Phase I lottery. Unfortunately, none were able to purchase the condo. A Request for Proposal for more applicants that gives preference to town and school employees will be issued.

Comprehensive Permit (40B) Affordable Housing

Boxborough Meadows

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that was constructed under MGL 40B by Boxborough Meadows, LLC (BMLLC) and was completed in 2004. The BHB continues its role as the Monitoring Agent. Included in this responsibility are the resale of an affordable unit, the refinancing of an affordable unit, and any irregularities pertaining to the acquisition of an affordable unit.

Summerfields

Construction was completed on Summerfields Condominiums, a 24-unit, age-restricted complex located on Summer Road in Boxborough. All units at Summerfields are restricted to residents with ages 55 or older, and six of the units are affordable. The lottery for the six affordable units at Summerfields was held on December 29, 2004, and all six of the winners have occupied their new homes at Summerfields in 2005. The BHB continues its role as the Monitoring Agent, as described above.

Whitcomb Ridge

Comprehensive Permit Hearings for Whitcomb Ridge, initially known as Oak Hill, were initiated by the Zoning Board of Appeals, in August 2005. As proposed, the Boxborough portion of Whitcomb Ridge is a 60-unit complex located adjacent to Whitcomb Road and the Harvard-Boxborough Town line. Of the 60 two-bedroom condominium townhouse units, 15 are affordable units that are expected to sell for approximately \$160K. The hearings are expected to be completed in early spring. A second project is being planned for Harvard that will include three-bedroom condominiums.

The BHB has made a number of comments to the ZBA on the matter, particularly on the Deed Rider and Regulatory Agreements to be used for the affordable units, and expects to continue to participate in the ongoing hearings.

Stonewall Estates

Informal discussions continued with the developer of Stonewall Estates, an eight-unit complex that will be located at 55 Codman Hill Road. These discussions have resulted in significant improvements to the plans. At this writing, an application for a Comprehensive Permit has been submitted and hearings are expected to begin shortly, proceeding along the lines of a “friendly Comprehensive Permit Process.”

Conroy Development Codman Hill Road Project

Conroy Development Corporation is planning a Chapter 40B project consisting of 180 units on a 31 acre parcel on Codman Hill Road. A meeting involving members of the Conservation Commission, the Finance Board, and the Planning Board identified a number of issues and concerns, which are currently under discussion.

The Residences at Wedgewood

Northwest Development, LLC, is contemplating an affordable housing project for seniors to be located off of Stow Road.

Open Space Affordable Housing

The BHB seeks to develop a Town-sponsored affordable housing complex that preserves open space and maintains Boxborough’s rural character. The BHB sees this as the best use of its settlement monies and continues to explore opportunities to sponsor such a development.

Other Administrative and Legislative Activities

Affordable Trust

The BHB endorsed the Affordable Housing Trust, which was approved at Annual Town Meeting.

Tisbury Meadows Settlement

The BHB continues to be engaged in the settlement of a developers’ obligation to provide affordable housing in connection with the Tisbury Meadows Development. In collaboration with the Planning Board, the BHB has outlined a numbers of options for this settlement, which are currently being pursued.

Moore 40B Reform Bill

The BHB sent letter of support to Senator Resor for Senator Richard T. Moor’s revision to c. 40B, s. 20, which would restrict 40B development to residential zones and increase to percentage of affordable units in 40B developments.

Long-Term Planning

Goals and Philosophy of Affordable Housing in Boxborough

In view of the ongoing pressures of Chapter 40B developments and the variety of housing options that are presently available, the BHB thought it prudent and necessary to re-evaluate the mission statement of the BHB. For this purpose, several meetings were held that focused on the goals of the BHB. The goals that were defined, though more concrete, differed little in nature from those established by Boxborough’s Affordable Housing Study Committee in 2000. These are stated below.

The BHB will continue to utilize the CEP to meet affordable-housing goals, but it recognizes that the CEP must be modified to reflect market realities.

The primary purpose of the BHB should be to provide affordable housing in a manner that is best for the citizens of Boxborough. While the achievement of affordable housing percentages of 10% in all or 0.75% per year is laudable, this goal should not become an obsession. In particular, top priority should be given to the implementation of a balanced production of affordable housing that serves local needs. We should focus on providing affordable housing in Boxborough for a number of important groups, such as town employees, teachers, policemen, firemen, and seniors. A survey will be distributed to determine how best to do this.

Planned Production Plan

During 2005, the BHB prepared a Planned Production Plan (PPP) for submission to DHCD. The PPP, when adopted, will allow Boxborough to deny Comprehensive Permit applications if 0.75% of the housing stock, 14 units for Boxborough, has been developed. The PPP is currently under review by DHCD.

Revised Long Range Affordable Housing Plan

The Long Range Affordable Housing Plan (LRAHP) that was adopted by Town Meeting in 2001 was revised to be consistent with the numerical goals of the PPP. This revision, together with an affordable housing status report, was presented at a Public Hearing, and was approved by the Board of Selectmen.

Town Support

The Boxborough Housing Board extends its gratitude to the Town Hall staff, particularly Selina Shaw, and the Board of Selectmen for their involvement and support during the past year. The support and guidance Board of Selectmen member Les Fox continues to be invaluable.

Al Murphy
for the Boxborough Housing Board

PLANNING BOARD

Introduction

The Planning Board is a five member elected board with one appointed Associate member, each with a term length of three years. The current board membership and their term expiration dates are as follows:

Owen Neville	2006	Jennie Rawski, Clerk	2008
John Markiewicz	2007	Karen Metheny, Chairman	2008
David Kembel	2007	Clifford Stockley, Associate	2008

The Board welcomed the appointment of Clifford Stockley of 214 Hill Road as an Associate Planning Board Member. As an Associate Member, Mr. Stockley will participate in the discussion of various items in front of the Board and when needed, be asked to sit as a voting member on Special Permits.

To further inter-board communication and coordination, the Board appointed Mr. Neville as the liaison to the Boxborough Housing Board.

Annual Town Meeting, May 2005

The Planning Board did not sponsor any Zoning Bylaw amendments for the 2005 Annual Town Meeting. The following three warrant articles required a Planning Board recommendation:

- Barteau Lane Road Acceptance – The Board recommended that Town Meeting accept Barteau Lane as a public way.
- Boxborough Meadow; Loring Avenue, Macleod Way, Joyce Lane Road Acceptance – The Board recommended that Town Meeting pass over this article because the developer had not completed all of the required items needed prior to acceptance.
- Citizens Petition to rezone the Business 12 District to Town Center – The Board had no recommendation on the citizens petition because the petitioners did not provide enough information at the Board's public hearing to make an informed recommendation.

Master Plan Implementation

Throughout the year, the Town Planner worked with various Town staff, board and committee members to further the development of the Route 111 Conceptual Trail Plan for the portion between the Sargent Memorial Library and the Blanchard School. In August, Town staff, the Planning Board Chairman and Conservation Commission Chairman met with engineers from the Massachusetts Highway Department to discuss various State issues and concerns the Town should be aware of prior to moving forward with the design of engineered construction drawings. Discussions were held at Master Plan Implementation meetings regarding various trail locations. It was determined that the Town should move forward with two trail connections between the Library and the School because each one served a unique purpose and different group of people; one along Rt. 111 and the other along the utility corridor.

At several Master Plan Implementation meetings throughout the year, the Board worked with other committee members, with special thanks to various Housing Board members, on revising the draft Inclusionary Housing Bylaw that was provided by an outside consultant as part of the Master Plan. Unfortunately, the final document did not receive encouraging input from Town Counsel and it was decided not to move forward at this time with adoption of this type of regulation to further the creation of affordable housing.

The Board has also been working towards developing Design Review Guidelines for the various Business Zone Districts.

Development Review

The Planning Board reviews all subdivisions for conformance with the State Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Boxborough. Additionally, the Board is the permit granting authority for site plan review, Private/Common Driveways, Open Space Commercial Developments (OSCD), and Access Through the Commercial Districts to the Residential District. The Planning Board reviewed the following development plans in 2005:

- Cricket Hollow Preliminary Plan off Flagg Hill Road: The Board approved a Preliminary Plan submitted by the applicant, Eldamar Development for the layout and design of a new roadway for 9 new house lots. The applicant will then be required to go through a Definitive Plan process.
- Loreto Drive Definitive Plan Modification: The Board approved a request submitted by Francis Biotti to modify the layout of three building lots and requested waivers to the Subdivision Rules & Regulations to allow the construction of a road that met the common driveway standards.
- Stevens Court Preliminary Plan: The Board approved a Preliminary Plan submitted by Habitech, Inc for the layout and design of a new roadway for 6 new house lots off Burroughs Road. The applicant will then be required to go through a Definitive Plan process.

- Nathans Way Preliminary Plan: The Board approved a Preliminary Plan submitted by Habitech, Inc. for the layout and design of a new roadway for 5 new house lots off Burroughs Road. The applicant will then be required to go through a Definitive Plan process.

Subdivision Road Inspections

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. The Planning Board coordinated inspections of Hughes Lane and a final inspection of Barteau Lane.

Approval Not Required Plan

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2005:

- Applicant: Habitech, Inc., Approval Not Required (ANR) Plan at the Stow, Harvard, Boxborough Town Line to delete one lot by combining with an adjacent lot; Assessor Parcel #05-2-195-5.A & 195-5.B
- Applicant: James Paterno, ANR Plan off Liberty Square Road to modify the side lot line between two parcels; Assessor Parcel #08-5-186-3.0 & 186-4.0
- Applicant: Habitech, Inc., ANR Plan off Hughes Lane to modify the side lot line between two parcels; Assessor Parcel #06-4-120-3.6 & 120-3.5
- Applicant: Clifford & Margaret Stockley, ANR Plan off Hill Road to divide an existing lot into two separate lots; Assessor Parcel #02-3-224.0
- Applicant: Westchester Company, Inc., ANR Plan off Hill Road to divide an existing lot into five lots and one unbuildable lot; Assessor Parcel #05-8-165
- Applicant: Sandra & John Jones, Xiao Peng Zhao & Honbing Tang, ANR Plan off Stow Road to modify the side lot line between the two lots and the division of an existing lot into two lots; Assessor Parcel #06-4-165-1.A & 165-1.B

Commercial Project Review

The Planning Board reviewed the following commercial developments in 2005:

- Site Plan Approval for the Bright Horizons Daycare Center at 20 Codman Hill Road. The daycare will employ approximately 23 employees and up to 108 non-school aged children.
- Site Plan Approval and Earth Removal Permit for Rooftop Recycling on Codman Hill Road to allow the removal of a portion of the hillside and the construction of an addition to the building.
- Site Plan Approval for JA Boxboro Realty to allow the construction of the three-family dwelling at the corner of Liberty Square Road and Massachusetts Avenue.
- Site Plan Approval for Lawn Barber at 1034 Massachusetts Avenue to allow the alteration of the site and construction of an addition to the existing steel building located at the rear of the property.
- Site Plan & Open Space Commercial Development Special Permit Time Extension; the Board granted to the applicant, New Blue Hills Saugus Realty Trust (Gutierrez property off Cunningham Road) a one year time extension to the existing approved permits for an office building.
- Site Plan Time Extension; the Board granted to the applicant, Navin Patel a one year time extension to the existing approved permit for an office building at 55 Codman Hill Road.

Scenic Road Plans

In Boxborough, any removal/modification of stone walls or removal of public shade trees along designated scenic roads requires approval from the Planning Board under the Scenic Road Bylaw. In 2005, the Planning Board issued scenic road approval to:

- Clifford & Margaret Stockley to allow the construction a driveway for a new residence adjacent to 214 Hill Road
- Steve Sluyski to allow the removal of a portion of a stone wall to allow the construction of a driveway for a new residence 493 Hill Road
- Westchester Company (3 permits) to allow the removal of portions of stone walls to allow the construction of three driveways for new residences off Hill Road near the Littleton Town Line.
- Steve Sluyski (two permits) to allow the removal of a portion of stone wall to allow the relocation of an existing driveway and the construction of a driveway for new residence off of Stow Road.

Long Range Planning/Other Projects

The Town Planner coordinated with two property owners the gifting of land off Hazard Lane and Windermere Drive to the Town for conservation purposes. Additionally, she spent over a year working with two property owners who unknowingly owned the fee in Patch Hill Road to move forward with granting the road to the Town so it could be accepted as a public way. The Board has made it a priority for the Town Planner to get the remaining 14 private roads that are plowed by the Town accepted as public ways.

The Town Planner additionally discovered that the Planning Board was holding performance bonds for projects that had been completed years ago. She coordinated with the various applicants and the Board for the release of those bonds. Through this process it was determined that some performance bonds were released too soon and this was part of the reason why there were so many private subdivision roads that were never taken to Town Meeting for acceptance. The Board changed the process for bond release to make sure all subdivision roads that were intended to become public ways were submitted for acceptance by the developer prior to final release of the bond.

With the tremendous help from a number of boards, committees and individuals on the development of a wonderful application, the Town was awarded a Heritage Landscape Inventory Grant from the Division of Conservation & Recreation and the Freedom's Way Heritage Association for technical assistance through a multi-disciplinary consulting team to work with communities on the task of identification of heritage landscapes. Heritage landscapes are those special places and spaces that help define the character of our community. These landscapes contain both natural and cultural resources, such as the Old Town Common and North Cemetery. Through this project, DCR and FWHHA are aiming to increase awareness about the many different types of heritage landscapes found throughout this region and help communities plan for their preservation.

The Town Planner attended various workshops and training sessions to help update the Town's Geographic Information System. She has implemented a requirement for the submission of approved plans in electronic format to aid in the updating of the parcel map and will be coordinating with the Town Assessor on the development of new Assessor Parcel Maps. The following are a few of the GIS projects: new color trail maps and a conservation & open space map, an up to date street map and Zoning Map, and various maps for the Water Resources Committee.

The Planning Board revised its process for the hiring and payment of outside consultants so that applicants are required to provide the funds with the filing of an application. This has streamlined the payment process and reduced the liability to the Town, as well as covered the cost of review of development documents by Town Counsel, which previously was not done. Other streamlining processes

the Town Planner has implemented over the year which has improved the coordination between applicants and the Board and the efficiency of Planning Board meetings are: the development of comprehensive Town Planner reports for each project that provide an analysis of a project's compliance with the Zoning Bylaw and/or Subdivision Rules & Regulations; coordination of comments from other boards, committees and Town departments and inclusion of reduced size plans; preparation of Agenda Memo prior to each meeting that gives the Board a snapshot of each agenda item; more detailed meeting minutes and the reorganization of office files and resources.

The Board had a discussion with the Fire Chief regarding the long-term planning for adequate fire protection in the community as development pressures increase. It was determined that fire cisterns would be required for most new developments and subdivisions unless the size of the project did not warrant such a major expense on the developer. In those instances, the Board would require that the developer provide an easement area to the Town that could be accepted for the installation of a fire cistern in the future. Additionally, developers would be required to provide funds to a fire cistern account, which would help off-set the long-term maintenance and cost associated with the cistern.

The Board discussed with the Building Inspector the following items that needed either clarification, enforcement, or change in process: Junk Car Bylaw, Definition of Setbacks & Structures, Upland Lot Area, and Retaining Walls.

The Planning Board encourages all residents to participate in the local planning process and the Master Plan implementation process. The Planning Board typically meets on scheduled Monday evenings at 7:30 p.m. in the Boxborough Town Hall. Meetings are posted on the Town's website: **www.town.boxborough.ma.us** on the calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Elizabeth Hughes, Town Planner at (978) 263-1116 x 112 or **elizabeth.hughes@town.boxborough.ma.us**.

Respectfully submitted on behalf of the Boxborough Planning Board
Elizabeth Hughes, Town Planner

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments. More information about MAPC is available at **www.mapc.org**.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 City of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

MetroFuture -- Making a Greater Boston Region: State law requires that MAPC prepares, from time to time, a comprehensive regional plan. This planning process is now underway and is called the *MetroFuture* initiative. It started by asking the people of Greater Boston about their aspirations for the future of the region, and continues with a comparison between those visions and the future that will arise if our current trends continue unchanged. We are finding both exciting prospects and interesting challenges lie ahead if we continue our current pattern of growth and development. Here are just a few of the results, out to the year 2030:

- **Population will grow slowly, while the number of households will grow more quickly.** By 2030, the region's population will have increased by 10%, approximately a third as fast as the projected U.S. population growth (29%). The number of households is projected to increase by 19% for that same time period, at a greater rate than the population, due to a continued decline in household size.
- **Consumption of land continues apace.** Fifteen percent of land that was open in 2000 will be developed by 2030.
- **An older population will demand more homes and health care.** There will be declines in all age groups under 55 and substantial increases in empty-nesters and elders, creating demand for different housing and contributing to an expected near-tripling of health care costs from 2000 to 2030.
- **Water in short supply outside the MWRA.** Communities with public water systems not connected to the MWRA system will face serious water constraints by 2030; approximately half will exceed their permitted withdrawal rates.

These are among the results that will serve as a starting point for discussions across the region about alternative paths the region could take, beginning with a series of briefings early in 2006. Visit www.MetroFuture.org to learn more about the project, and contact MetroFuture@mapc.org to learn about how to host a briefing about the region's future.

Municipal Planning: MAPC continues to assist municipalities in implementing Smart Growth Principles through local zoning changes. Under the Vision 2020 program, MAPC provided zoning analyses or draft bylaws to the towns of Duxbury, Stoughton and Hanover. Through FY05 funding from Smart Growth Technical Assistance Grants, MAPC assisted Topsfield in developing a Low Impact Development storm-water and erosion control bylaw. Under funding secured through the Priority Development Fund, MAPC is developing mixed use or multi-family bylaws for the towns of Bedford, Stow, Millis, Southborough and Stoughton. Just recently, MAPC received notice of approval of its application for Smart Growth Technical Assistance funds to assist the towns of Hopkinton, Ashland and Southborough in examining alternative futures for the 900 acre Weston Nurseries property. MAPC also continues to provide information to municipalities regarding the Smart Growth Overlay Districts enabled under Chapter 40R.

Metro Mayors Coalition: MAPC works with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, regional public safety, and municipal public finance. Through this work, MAPC staffed the statewide Municipal Finance Task Force which reached consensus on a variety of public policy changes to reinvigorate the partnership between local and state government. We also formulated an \$11 million grant program to fund inter-local and multi-disciplinary approaches to stemming the tide of youth violence, drug use, and gang activities in the region. This program became law late in 2005.

The Metro Data Center, an official US Census affiliate, provides in-depth analysis of trends in the region and conducts research on emerging issues that will strengthen the Council's ability to plan for the

future. The Center works to increase public understanding of and access to demographic, social, economic and land use data and trends that affect the Boston metropolitan area. The Center also releases regular publications to maintain a general awareness about how growth continues to impact communities. The Center provides current accurate data to legislators, municipalities, public and private agencies, and the general public about growth trends in the communities and subregions of the greater Boston area.

Transportation Planning: MAPC staff played an active role in helping to revise the MassHighway Design Manual, now known as the Project Development and Design Guidebook. As vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the annual Transportation Improvement Program, including transportation spending priorities for the region. We also developed population and employment projections to the year 2030, to be used in scenario modeling in the new Regional Transportation Plan and MetroFuture (see above) in 2006.

Legislative Advocacy: The Legislative Committee has worked to promote legislation that is of regional interest and is informed by smart growth principles (visit http://www.mapc.org/regional_planning/MAPC_Smart_Growth.html to view the list of principles).

At the beginning of the legislative session the Committee recommended for endorsement a full legislative agenda, which was subsequently endorsed by MAPC's Executive Committee. Among many items, the priorities include reform of the state's surplus land disposition policy; recapitalization of the brownfields redevelopment fund; reform of the state's antiquated zoning laws; and repeat offender legislation. Contact Legislative Director Joel Barrera at jbarrera@mapc.org to learn more about the committee's priorities and how your community can get involved in regional advocacy efforts.

Metropolitan Highway System Advisory Board: MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority. In 2005, the Board reviewed a number of Requests for Proposals and development proposals for various parcels along the Central Artery surface.

Regional Services Consortia: The Regional Consortia Project collectively procured more than \$3,000,000 in office supplies for 32 municipalities, and highway maintenance services valued at \$16,000,000 for South Shore and MetroWest cities and towns. The project also facilitates collegial forums among members' chief administrative officers that focus on collective problem solving and resource sharing. MAPC, in partnership, with the Greater Boston Police Council, assists over 300 units of local government in procuring police, public works and general use vehicles, along with various public safety supplies.

Public Safety and Homeland Security: MAPC provides planning and fiduciary services to the Northeast Homeland Security Regional Advisory Council (NERAC), the Northeastern Law Enforcement Council (NEMLEC) and the Metropolitan Law Enforcement Council (METROLEC). Activities include procurement, research, and planning to enhance the delivery of public safety services and to ensure the region is prepared for either a terrorist attack or natural disaster.

Hazard Mitigation: *Pre-Disaster Mitigation* (PDM) plans help communities prepare for natural disasters such as floods, winter storms, wind, and geologic hazards. In 2005, MAPC completed PDM plans for 10 communities on the North Shore and 10 communities on the South Shore. MAPC is also developing PDM plans for 9 Inner Core communities, including Boston and neighboring communities, which will be completed in 2006. FEMA has awarded a grant to MAPC to develop PDM plans in 28 towns in the MAGIC, MetroWest, and North Suburban subregions, beginning in 2006.

495/MetroWest Water Resources Strategy: Working with the 495/MetroWest Corridor Partnership, MAPC completed three major components of a comprehensive water strategy for the corridor:

- the *Massachusetts Low Impact Development Toolkit*, available at <http://www.mapc.org/lid.html>, was published and two regional workshops were held to present the toolkit to the public. The toolkit recently received the 2005 Outstanding Planning Project Award from the Massachusetts Chapter of the American Planning Association;
- *Once Is Not Enough*, a guide to water reuse in Massachusetts, was published. It is available at http://www.mapc.org/regional_planning/waterreuse.html; and
- two regional contracts for Leak Detection Services were developed for both the 495/MetroWest communities, as well as all the entire MAPC region. Learn more about leak detection services that are available to cities and towns in MAPC's January edition of the *Regional Record*, our electronic newsletter, located at www.mapc.org.

Comprehensive Economic Development Strategy: Every five years, the Metropolitan Area Planning Council is responsible for developing a Comprehensive Economic Development Strategy (CEDS) in partnership with the Economic Development Administration. The 2005 CEDS, *Insuring Greater Boston's Prosperity*, contains an analysis of economic trends and conditions and highlights five challenges to economic well-being. It sets a context for inviting regional participation that moves toward a regional response to the challenges. The report is included in the January edition of MAPC's *Regional Record*, available at www.mapc.org.

Wind Power: Using a grant from the Massachusetts Technology Collaborative, MAPC recently completed a project to help ten North Shore coastal communities understand opportunities and obstacles to siting land-based wind turbines on municipally-controlled properties. The project helped the communities to identify regulatory barriers to wind, and the environmental and financial impacts of a wind project. Area residents took part in a web-based energy survey and each community received wind information and siting maps. MAPC hosted two wind educational forums as part of the project, helped the city of Lynn to draft a wind turbine siting ordinance and facilitated the creation of Alternative Energy Committees in Gloucester, Swampscott and Rockport to advance the siting of wind turbines in their communities. Information about the North Shore Wind Project is also included in the January *Regional Record* at www.mapc.org.

MEPA Project Reviews: MAPC reviews projects under the Massachusetts Environmental Policy Act (MEPA) and submits comments on projects with significant regional impacts. In 2005, MAPC reviewed 166 MEPA filings (Environmental Notification Forms, Environmental Impact Reports, and Notices of Project Change), and submitted comments to EOEa on 58 of these. One of the most significant reviews of the year was a "Peer Review" conducted by MAPC and the Old Colony Planning Council on the proposed *Village Center Plan* for the former South Weymouth Naval Air Station. Visit http://www.mapc.org/whats_new/SWNAS/SWNAS_Summary_Document.pdf to view our comments.

Minuteman Advisory Group on Interlocal Coordination (MAGIC) (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow)

In 2005, the MAGIC subregion organized a major Emergency Preparedness Forum to discuss federal, state, regional, local, and public health emergency planning functions, plans, coordination, and cooperation; began preparations to participate in Pre-Disaster Mitigation Planning under a federal grant received by MAPC; joined MetroWest, the Southwest planning group, and MAPC in a roundtable discussion of "The Community Preservation Act: Five Years' Experience"; hosted two legislative breakfasts; provided feedback to MAPC on the role and function of subregions, on legislative priorities, and on MAPC's Strategic Plan; monitored activities related to BRAC review of Hanscom, potential plans under expansion and closure scenarios, and potential roles for MAGIC/MAPC; hosted a morning

Planners' Roundtable where local planners and planning boards could share information, learn about innovative tools and techniques, and plan cooperative approaches; and provided input into various transportation plans, including TIP projects, planning study ideas for the UPWP, regional bicycle and pedestrian plans, and the State Transportation Plan. MAGIC also provided support for multi-community (Bedford-Stow) development of mixed use zoning bylaws funded by the state's Priority Development Fund program. In this project, a visual preference poll, information on existing and model bylaws, and public education materials are being designed to benefit other communities.

MAPC Annual Report was prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

HISTORICAL COMMISSION

During 2005 the Historical Commission executed the conversion of the old library building, 575 Middle Road, for use as a Town museum. Under a formal agreement with the Board of Selectmen, the Historical Commission manages the building in its new museum use and the Historical Society, as an incorporated private body, runs the museum programs, completing exhibits and accepting and preserving private collection donations. The building conversion was completed through the use of volunteer labor including work sessions directed by a local Eagle Scout candidate as part of his Eagle Scout Project. Help was also supplied by Historical Society members and families and by the Boxborough Minutemen. A building opening and dedication was held in October and regular opening hours have now been established, manned by the Society. Historical displays have been constructed and the museum growing collection is being cataloged on a computer database.

The Commission participated in the continuing planning Master Plan implementation, in the Design Review Board and in the Wide Area Network (WAN) study committee. The Commission also participated in the successful proposal for the Freedom's Way Heritage Landscape Inventory Grant. The Commission continues to participate in this inventory project as it is being carried out under the direction of the Town Planner.

Boxborough Historical Commission:

Astrid Chalupa
Mary Larson
Scott Robinson
Alan Rohwer
Shirley Warren

BOARD OF HEALTH

During the past year, the Board of Health was served by members Bryan Lynch (2007), Marie Cannon (2008), and Mike Willis (2006). The daily operations of the Board were ably managed by Mary Cobleigh, Secretary to the Board of Health (and Building Department).

General Services

In general, the areas of public health that the Board was involved with during 2005 included: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, drinking water safety, septic disposal and wastewater treatment,

environmental health, housing & sanitary code enforcement, food services, recreational area safety, and mosquito control. Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

As has historically been the case, the greater percentage of the Board's time and energies was given to the oversight of water resources, public health and environmental protection. This included:

- Reviewing septic system and well plans, and periodic testing results
- Monitoring local pool operations and permitted food service establishments
- Working as part of the Water Resources Committee
- Coordinating efforts with other groups and organizations

During 2005, moderate-size facilities, including small treatment plants, large septic systems, and public water supplies, continued as prominent issues in the plans for new commercial buildings, upgrades to existing condominium septic systems and new larger residential projects. Also, the Board and DEP have ongoing concerns with several Town properties including condominiums and small businesses regarding their water supplies, groundwater discharge, and sewage disposal systems. A number of new wastewater treatment facilities were installed to upgrade larger existing septic systems over recent years and the performance continues to be monitored in accordance with DEP regulations. Additional upgrades are still pending. The progress on these issues still continues slowly.

The Board of Health continues to utilize the new geographical information system (GIS) and has invested resources to locate private water supply wells for mapping. The goal is to set up a comprehensive database from our files to monitor water resources issues and compliance with Title 5.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its Board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. This care took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Other healthcare services overseen by the Board include those provided to eligible Town residents by Concord Family and Youth Services and Eliot Community Services. Town residents in need of these services should contact the agencies directly. Summaries of these services on behalf of Boxborough residents appear later in this report.

Issues in 2005

The local public health infrastructure continues to meet the continued threats from the events of 9/11. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. With the bird flu pandemic threat this past year, review of Public immunization plans is ongoing. Planning and implementing will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the Local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

The Board continues to monitor bird deaths with the potential relationship to West Nile Encephalitis. While some towns in the region have continued to show evidence of the virus, primarily in birds and

especially crows, it is important to realize that the relative risk of becoming infected with the virus is extremely low. Nonetheless, residents, especially those who are elderly or immunocompromised, should take appropriate precautions against mosquitoes. The Town will continue to avail itself of the services of the Central Massachusetts Mosquito Control Project and participate in the State surveillance program.

The Board has been monitoring special water quality issues apparently relating to the ground water contamination of MTBE reported at the current Exxon Station in 1987. Ongoing sampling and reporting will continue under DEP supervision.

New DEP reporting requirements established in 2004 require perchlorate sampling and reporting at 1 ppb detection for all non-transient public water supplies. There were several points of detection identified that will require continued monitoring. The DEP believes that these apparent outbreaks are related to certain rock blasting activities. As such, the Board of Health and Fire Department have banned the use of perchlorate products from any blasting activities in Boxborough.

In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many areas of town.

Water Supply: Since the ATM Vote providing \$60K in May to pursue potential municipal water supplies, much progress has been made and drilling is planned in early 2006. Refer to the Water Resources Committee report for more details.

During the year, the Board plans to continue the activities discussed above, plus:

- Continue implementation of the Board of Health portions of the GIS;
- Build our capacity to participate in public health measures to protect against possible bioterrorism;
- Improve our ability to convey public health information to the public; and
- Continue support of the Water Resources Committee to plan for the protection and development of future water supplies.

Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is strongly encouraged to contact the Board.

WATER RESOURCES COMMITTEE

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several Town boards to ensure that Boxborough will always have adequate supplies of potable water. Its members are Bryan Lynch (BoH), Don Wheeler (BoS), Kristin Hilberg (BoS), Marie Cannon (BoH), Norm Hanover (Cons Comm), and Michael Willis (BoH), as well as two town resident members, Bryon Clemence and Anne Gardulski.

The Committee held regular meetings in 2005. During that time, the Committee has proceeded to move forward, and with Town approval, has engaged the team of CDM/DL Maher to perform exploratory drilling to determine quality and quantity for a potential public water supply. The Committee has identified the following locations for exploration:

- Wolf Swamp – 1 bedrock test well
- Hazard Lane – 1 unconsolidated fill test well
- Harvard Sportsmen Club – 2 unconsolidated fill test wells

The Town has received permission from the Conservation Commission to access and install wells on Town Conservation land. The Town has also received permission from the Harvard Sportsmen Club to access and install wells on their private party. The Highway Department cleared a path in Wolf Swamp for a large drill rig access. All other sites will be accessible by a smaller drill rig.

Drilling is slated to begin in mid to late February and continue through the month of March. Preliminary results of the testing will be available by Town Meeting and posted on the website. Our next steps will be based on the results of the exploratory drilling/testing. Thank you to everyone who has helped make this effort possible.

Respectfully submitted,
Michael Willis, Chairman

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In addition to the day to day public health work conducted for Boxborough we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See *nashoba.org*)
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Boxborough Board of Health up-to date on matters of emergency preparedness planning. We are currently working on Boxborough's Emergency Dispensing Site plan.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day to day work of Nashoba in 2005 were the following:

- Reviewed 53 Title 5 state mandated private Septic System Inspections for Boxborough Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Boxborough Board of Health for enforcement action.
- Through membership in the Association, Boxborough benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists.

- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.
- Responded to and assessed mental health concerns through crisis intervention and teamwork with other community resources including Eliot Community Mental Health Center.

By the Boxborough Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

Environmental Health Department

- **Environmental Information Responses Boxborough Office (days)..... 70**
The Nashoba sanitarian is available for the public on Tuesday afternoon from 1:00 to 3:00 p.m. at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*
- **Food Service Licenses & Inspections..... 20**
Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection, health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.
- **Housing & Nuisance Investigations..... 24**
Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- **Pool/Camp/School Inspections..... 35**
Pools are inspected upon opening and as needed thereafter to insure compliance with the State pool regulations.
- **Septic System Test Applications..... 28**
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.
 - **Septic System Lot Tests..... 274**
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.
- **Septic System Plan Applications..... 37**
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

- **Septic System Plan Reviews** 85
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.
- **Septic System Permit Applications (new lots)**..... 22
- **Septic System Permit Applications (upgrades)**..... 21
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
 - **Septic System Construction Inspections**..... 50
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.
 - **Septic System Consultations**..... 30
During all phases of application, design, and construction, the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits**.....15
- **Water Quality/Well Consultations**..... 64
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.
- **Rabies Clinics - Animals Immunized**..... 17
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

- **Nursing Visits**..... 142
Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.
- **Home Health Aide Visits** 44
Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.
- **Rehabilitative Therapy Visit**..... 126
Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

- **Medical Social Service Visits..... 4**
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
- **Local Well Adult, Support Groups, & Other Clinic Visits 293**
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
 - Number of patients that attended Flu Clinics held in Boxborough 141
 - Number of patients who received Flu Shots that live in Boxborough 124
 - Number of patients who received Pneumovax Vaccine 19
 - Number of patients who attended Well Adult Clinics from Boxborough.....152

Communicable Disease

- **Communicable Disease Reporting & Control**
Nashoba’s Nursing Service & Environmental Health Department work together to meet the local Board of Health’s responsibilities under the law to do the following:
 - Investigate and control the spread of communicable diseases within Boxborough (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
 - Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec 6)
 - Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health.”
 - Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
 - Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.
- **Number of Communicable Disease Cases Investigated 17**
 - Campylobacter2
 - Ehrliciosis1
 - Hepatitis2
 - Lyme Disease9
 - Salmonella2
 - Streptococcal1

Dental Health Department

- **Examination, Cleaning & Fluoride - Grades K, 2 & 4**
Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office and records, provide these services to those children whose parents have given written consent.
 - Students Eligible..... 219
 - Students Participating 128
 - Referred to Dentist..... 13
- **Instruction - Grades K, 1 & 5**
Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.
 - Number of Programs 10

- Students Participating 241
- **Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers)**
Nashoba's Registered Dental Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.
 - Students Participating 265

**CONCORD FAMILY AND YOUTH SERVICES
A DIVISION OF JUSTICE RESOURCE INSTITUTE
978-263-3006
WWW.JRL.ORG**

Concord Family and Youth Services (CFYS), a division of the not-for-profit Justice Resource Institute, Inc., has been providing help to adolescents, young adults and families in Middlesex County including Boxborough since 1814. Programs include a group home for boys, therapeutic high school in Acton, two residential schools for girls, comprehensive parenting services for all residents and an Adoption Resource Specialist who provides services to local adoptive families.

CFYS provides support to Boxborough families involved in the Family Network through its parenting resource library, workshops, seminars and support groups, and drop-in playgroups (through First Connections and Healthy Families). Students from Acton-Boxborough High School have attended our day assessment program, a program of the Victor School.

Greg Canfield
Concord Family and Youth Services

**ELIOT COMMUNITY HUMAN SERVICES, INC.
978.369.1113
WWW.ELIOTCHS.ORG**

The Eliot Center continues to provide a full range of mental health and substance abuse services to the Community of Boxborough. The funding from the Town has been invaluable and has allowed Eliot Community Human Services, Inc. to provide 512 hours of service to 33 residents for the Fiscal Year 2005.

Eliot continues in its long history of providing Boxborough residents with a wide range of services and clinical expertise across all ages of the life span. Eliot remains the only resource in the area that accepts Medicaid and continues to offer affordable services for the uninsured. The ongoing need for outpatient mental health services for Boxborough residents appears to be vital based upon the consistent, steady flow of referrals to the Clinic.

Eliot Community Human Services, Inc. remains committed to the mission of providing community-based care that is responsive to the individual needs of the residents of the Boxborough community.

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

The Central Massachusetts Mosquito Control Project (the Project) currently provides its services to 36 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at

111 Otis Street, Northboro, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance. Please call (508) 393-3055 during business hours for more information. The Project practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with environmentally sound and cost effective mosquito control.

During 2005 the Project received seven thousand and eighty five (7,085) requests for service from town residents and officials. A total of over six thousand (6,000) pounds of Bti (*Bacillus thuringiensis israelensis*) was applied by helicopter in 2 towns, Chelmsford & Billerica, and seven thousand, two hundred and ninety nine (7,299) pounds by hand throughout our service area were applied to area wetlands to reduce the emergence of adult mosquitoes. This represents over two thousand and sixty (2,060) acres of wetland that was treated with this mosquito-specific bacterium, significantly reducing adult mosquito populations in these areas. Thirty two thousand, four hundred and forty four (32,444) catch basins were treated with larvicidal product to control the mosquitoes that seek out these cool dark wet areas to breed, including the *Culex* mosquito, a major target for West Nile Virus transmission. Seven thousand, seven hundred and thirty seven (7,737) culverts were cleaned in an attempt to eliminate unnecessary standing water and reduce mosquito breeding. This work was done in conjunction with cleaning, clearing, and digging of one hundred and sixty eight thousand, three hundred and fifty two (168,352) feet of streams, brooks and ditches. This represents almost thirty two (32) miles of waterways which were cleaned and improved by Project personnel in 2005.

The Mosquito Awareness Program that we offer to elementary schools and other civic organizations in our district has become very popular. Project staff meets with students, teachers or concerned residents to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, coloring books and other handouts make this an interesting program. This program is tailored to meet the needs of the specific audience. One thousand, six hundred and nineteen (1,619) students attended these programs.

As part of our effort to reduce the need for pesticides we continue to expand our wetlands restoration program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced and drainage areas are restored to historic conditions.

Bti mosquito larvicide is used to treat areas where mosquito larvae are found. We routinely check known breeding sites kept in our database, but also encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all such requests and treat the area only if surveillance gathered at the time shows an imminent threat of mosquito emergence.

Our goal is to manage all mosquito problems with education, wetlands restoration or larviciding, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases specific areas are treated with either hand-held or pickup truck mounted sprayers if surveillance gathered at the time exceeds a pre-determined threshold to warrant an application. This program is offered on a request-only basis, and the exclusion process allows residents and/or town officials to exclude areas under their control from this or any part of our program.

The Project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. Specialized mosquito traps are deployed throughout the Project's service area to sample for mosquitoes that may be transmitting mosquito-borne diseases. In conjunction with the Mass. Dept. of Public Health we sample in areas suspected of harboring WNV and other viruses. One thousand, one hundred and fifty three (1,153) pools (collections) of mosquitoes totaling eleven thousand, nine hundred and twenty eight (11,928) specimens were tested for mosquito-

borne viruses this year. Two (2) pools of *Cs. melanura* in Westborough were confirmed to be infected with the EEE virus. 6 pools of West Nile Virus were confirmed, 4 in Westborough (3 *Culex* and 1 *Cs. melanura*) and one each in Holliston and Wilmington, both *Culex* species. MDPH identified EEE in Holliston but subsequent surveillance did not confirm any additional virus isolates. No human or horse cases were identified with WNV or EEE in 2005 in our service area.

Educational pamphlets are available to anyone interested in learning about mosquito control and the services provided by the Project, and these items are routinely stocked in member Town/City Halls and libraries. Display boards with information on our program are rotated through area Town Halls throughout the year. We also have a website, www.cmmcp.org that has extensive information on mosquito biology, our control procedures, etc. This website has become a model for other Mosquito Projects and has been widely used throughout our service area and beyond.

We would like to thank you for your support during 2005 and we look forward to helping you and your community with its mosquito problems in 2006 and beyond.

2005 Mosquito Surveillance Data
BOXBOROUGH

#	Town	Date	Pool ID	# Traps	Trap Site	Pool Size	Species	Result	Virus Type
1	Boxborough	5/31/2005	CM05-00002	1	Burroughs Rd.	1	<i>Oc. canadensis</i>	Negative	
2	Boxborough	5/31/2005	CM05-00003	1	Burroughs Rd.	2	<i>Ae. cinereus</i>	Negative	
3	Boxborough	5/31/2005	CM05-00004	1	Burroughs Rd.	10	<i>Oc. abserratus</i>	Negative	
4	Boxborough	6/7/2005	CM05-00021	1	Burroughs Rd.	2	<i>Cs. melanura</i>	Negative	
5	Boxborough	6/15/2005	CM05NS-00095	1	Burroughs Rd.	3	<i>Oc. excrucians</i>	N/S	
6	Boxborough	6/15/2005	CM05NS-00096	1	Burroughs Rd.	1	<i>Cq. perturbans</i>	N/S	
7	Boxborough	6/15/2005	CM05NS-00097	1	Burroughs Rd.	5	<i>Oc. canadensis</i>	N/S	
8	Boxborough	6/15/2005	CM05NS-00098	1	Burroughs Rd.	2	<i>Oc. abserratus</i>	N/S	
9	Boxborough	6/21/2005	CM05-00053	1	Burroughs Rd.	10	<i>Cs. melanura</i>	Negative	
10	Boxborough	6/21/2005	CM05-00090	1	Burroughs Rd.	26	<i>Cs. melanura</i>	Negative	
11	Boxborough	6/22/2005	CM05NS-00170	1	Burroughs Rd.	2	<i>Oc. canadensis</i>	N/S	
12	Boxborough	6/22/2005	CM05NS-00171	1	Burroughs Rd.	7	<i>Cq. perturbans</i>	N/S	
13	Boxborough	6/22/2005	CM05NS-00172	1	Burroughs Rd.	1	<i>Oc. abserratus</i>	N/S	
14	Boxborough	6/28/2005	CM05-00153	1	Burroughs Rd.	3	<i>Cs. melanura</i>	Negative	
15	Boxborough	6/29/2005	CM05NS-00357	1	Burroughs Rd.	2	<i>Oc. canadensis</i>	N/S	
16	Boxborough	6/29/2005	CM05NS-00358	1	Burroughs Rd.	1	<i>Oc. provocans</i>	N/S	
17	Boxborough	6/29/2005	CM05NS-00359	1	Burroughs Rd.	59	<i>Cq. perturbans</i>	N/S	
18	Boxborough	7/5/2005	CM05-00186	1	Burroughs Rd.	1	<i>Cs. melanura</i>	Negative	
19	Boxborough	7/6/2005	CM05NS-00611	1	Burroughs Rd.	6	<i>Cq. perturbans</i>	N/S	
20	Boxborough	7/13/2005	CM05-00203	1	Burroughs Rd.	2	<i>Cs. melanura</i>	Negative	
21	Boxborough	7/13/2005	CM05NS-00586	1	Burroughs Rd.	54	<i>Cq. perturbans</i>	N/S	
22	Boxborough	7/19/2005	CM05-00316	1	Burroughs Rd.	1	<i>Cx. restuans</i>	Negative	
23	Boxborough	7/19/2005	CM05-00317	1	Burroughs Rd.	1	<i>Cs. melanura</i>	Negative	
24	Boxborough	7/19/2005	CM05-00318	1	Burroughs Rd.	1	<i>Cs. morsitans</i>	Negative	
25	Boxborough	7/20/2005	CM05NS-00830	1	Burroughs Rd.	39	<i>Cq. perturbans</i>	N/S	
26	Boxborough	7/20/2005	CM05NS-00831	1	Burroughs Rd.	1	<i>An. punctipennis</i>	N/S	
27	Boxborough	7/20/2005	CM05NS-00832	1	Burroughs Rd.	1	<i>Oc. canadensis</i>	N/S	
28	Boxborough	7/20/2005	CM05NS-00833	1	Burroughs Rd.	18	<i>Cq. perturbans</i>	N/S	
29	Boxborough	7/20/2005	CM05NS-00834	1	Burroughs Rd.	1	<i>Oc. triseriatus</i>	N/S	
30	Boxborough	7/26/2005	CM05-00375	1	Burroughs Rd.	3	<i>Cs. melanura</i>	Negative	
31	Boxborough	7/27/2005	CM05NS-01106	1	Burroughs Rd.	1	<i>An. quadrimaculatus sl</i>	N/S	
32	Boxborough	7/27/2005	CM05NS-01107	1	Burroughs Rd.	35	<i>Cq. perturbans</i>	N/S	
33	Boxborough	7/27/2005	CM05NS-01109	1	Burroughs Rd.	1	<i>Oc. canadensis</i>	N/S	
34	Boxborough	7/27/2005	CM05NS-01110	1	Burroughs Rd.	3	<i>An. punctipennis</i>	N/S	
35	Boxborough	7/27/2005	CM05NS-01111	1	Burroughs Rd.	2	<i>Ae. cinereus</i>	N/S	
36	Boxborough	8/3/2005	CM05NS-01312	1	Burroughs Rd.	1	<i>Oc. canadensis</i>	N/S	
37	Boxborough	8/3/2005	CM05NS-01313	1	Burroughs Rd.	1	<i>Oc. hendersoni</i>	N/S	

2005 Mosquito Surveillance Data
BOXBOROUGH

#	Town	Date	Pool ID	# Traps	Trap Site	Pool Size	Species	Result	Virus Type
38	Boxborough	8/3/2005	CM05NS-01314	1	Burroughs Rd.	22	Cq. perturbans	N/S	
39	Boxborough	8/3/2005	CM05NS-01315	1	Burroughs Rd.	1	An. punctipennis	N/S	
40	Boxborough	8/3/2005	CM05NS-01316	1	Burroughs Rd.	1	Oc. triseriatus	N/S	
41	Boxborough	8/9/2005	CM05-00506	1	Burroughs Rd.	5	Cs. melanura	Negative	
42	Boxborough	8/9/2005	CM05-00507	1	Burroughs Rd.	4	Cx. species	Negative	
43	Boxborough	8/9/2005	CM05-00508	1	Burroughs Rd.	2	Cx. species	Negative	
44	Boxborough	8/17/2005	CM05NS-01484	2	Burroughs Rd.	3	Cq. perturbans	N/S	
45	Boxborough	8/17/2005	CM05NS-01485	2	Burroughs Rd.	1	An. punctipennis	N/S	
46	Boxborough	8/17/2005	CM05NS-01486	2	Burroughs Rd.	1	Oc. canadensis	N/S	
47	Boxborough	8/17/2005	CM05NS-01487	2	Burroughs Rd.	1	An. barberi	N/S	
48	Boxborough	8/17/2005	CM05NS-01488	2	Burroughs Rd.	1	Oc. japonicus	N/S	
49	Boxborough	8/17/2005	CM05NS-01489	2	Burroughs Rd.	1	Oc. triseriatus	N/S	
50	Boxborough	8/23/2005	CM05-00686	2	Burroughs Rd.	3	Cs. melanura	Negative	
51	Boxborough	8/24/2005	CM05NS-01775	2	Burroughs Rd.	5	Oc. canadensis	N/S	
52	Boxborough	8/24/2005	CM05NS-01776	2	Burroughs Rd.	3	Ur. sapphirina	N/S	
53	Boxborough	8/24/2005	CM05NS-01777	2	Burroughs Rd.	1	Ae. cinereus	N/S	
54	Boxborough	8/24/2005	CM05NS-01778	2	Burroughs Rd.	4	Cq. perturbans	N/S	
55	Boxborough	8/24/2005	CM05NS-01779	2	Burroughs Rd.	5	An. punctipennis	N/S	
56	Boxborough	8/31/2005	CM05NS-01896	2	Burroughs Rd.	2	Cq. perturbans	N/S	
57	Boxborough	8/31/2005	CM05NS-01897	2	Burroughs Rd.	2	Oc. triseriatus	N/S	
58	Boxborough	8/31/2005	CM05NS-01898	2	Burroughs Rd.	1	Ur. sapphirina	N/S	
59	Boxborough	9/6/2005	CM05-00821	2	Burroughs Rd.	2	Cx. species	Negative	
60	Boxborough	9/7/2005	CM05NS-02045	2	Burroughs Rd.	2	Cq. perturbans	N/S	
61	Boxborough	9/7/2005	CM05NS-02046	2	Burroughs Rd.	2	Oc. triseriatus	N/S	
62	Boxborough	9/20/2005	CM05-00976	2	Burroughs Rd.	1	Cx. species	Negative	
63	Boxborough	9/20/2005	CM05-01044	2	Burroughs Rd.	1	Cx. species	Negative	
64	Boxborough	9/20/2005	CM05-01045	2	Burroughs Rd.	3	Cs. melanura	Negative	
65	Boxborough	9/21/2005	CM05NS-02304	2	Burroughs Rd.	2	Cs. melanura	N/S	
66	Boxborough	9/21/2005	CM05NS-02305	2	Burroughs Rd.	1	An. barberi	N/S	
67	Boxborough	9/21/2005	CM05NS-02306	2	Burroughs Rd.	3	Oc. japonicus	N/S	
68	Boxborough	9/21/2005	CM05NS-02307	2	Burroughs Rd.	2	Oc. triseriatus	N/S	
		21 pools submitted				398	mosquitoes collected		
		NO VIRUS IDENTIFIED IN 2005				N/S=	Not Submitted for testing		

TOWN OF BOXBOROUGH

<u>DATE</u>	<u>WORK DONE</u>	<u>LOCATION</u>
01-13-05	Stream Cleaning 15'	Cunningham Road
	Stream Cleaning 5'	Cunningham Road
	Stream Cleaning 10'	Hill Road
	Stream Cleaning 15'	Middle Road
	Stream Cleaning 15'	Joseph Road
	Culvert Cleaning (28)	Cunningham Road, Hill Road, Whitcomb Road, Barteau Lane, Middle Road, Cobleigh Road, Depot Road, Prescott Road, Patch Hill Road, Joseph Road
01-19-05	Brush Cutting 345'	Guggins Lane
01-20-05	Brush Cutting 300'	Guggins Lane
03-31-05	Stream Cleaning 645'	Guggins Lane
04-13-05	Stream Cleaning 20'	Adams Place
	Culvert Cleaning (3)	Adams Place, Burroughs Road
	Larval Survey	Adams Place, Massachusetts Avenue, Burroughs Road
	Larviciding	Adams Place, Massachusetts Avenue, Burroughs Road
04-20-05	Public Relations	Depot Road, Old Harvard Road
	Larval Survey	Burroughs Road, Old Harvard Road, Hazard Road
	Larviciding	Depot Road, Burroughs Road, Old Harvard Road, Hazard Road
04-29-05	Public Relations	Cedarwood Road
	Larval Survey	Swanson Road, Codman Hill Road, Cedarwood Road
	Larviciding	Swanson Road, West Whitcomb Road, Codman Hill Road, Cedarwood Road
05-04-05	Public Relations	Priest Lane, Stow Road
	Larval Survey	Priest Lane, Stow Road, Tamarack Lane, Stow Road, Richardson Road, Fifers Lane, Flagg Hill Road
	Larviciding	Tamarack Lane, Stow Road, Richardson Road, Flagg Hill Road
05-09-05	Larval Survey	Codman Hill Road, Massachusetts Avenue, Old Harvard Road, Depot Road
	Larviciding	Massachusetts Avenue, Depot Road
05-17-05	Catch Basin Larviciding	Stow Road, Tisbury Meadows, Sheriffs Meadow Condos, Blanchard Memorial School, Loring Avenue, Joyce Lane, Macleod Way, Burroughs Road, Priest Lane, Whitney Lane, Coolidge Farm Road, Pierce Lane, Old Harvard Road, Mayfair Drive, Robinson Road, Hager Lane, Morse Lane, Houghton Lane, Steele Lane, Eldridge Road, Chester Road, Tamarack Lane, Meadow Lane, Fifers Lane, Richardson Road, Bicentennial Way, Flagg Hill Road, Howard Lane, Windemere Drive, Woodward Lane, Summer Road, Pine Pasture Run, Stonehedge Place
	[250]	
05-20-05	Trap Site Survey	Burroughs Road
05-23-05	Catch Basin Larviciding	Reed Farm Road, Blanchard Road, Inches Brook Lane, Liberty Square Road, Box Mill Road, Guggins Lane, Joseph Road, Emanuel Drive, Depot Road, Patch Hill Road, Prescott Road, Middle Road, Cobleigh Road, Davidson Road, Osceola Drive, Colonial Ridge Drive, Nashoba Drive, Daniels Way, Littleton Road, Littlefield Road, Sargent Road, Benjamin Drive, Waite Road, Hill Road, Tokatawan Spring Lane, Wetherbee Lane, Barteau Lane, Whitcomb Road, Meeting House Lane, Picnic Street, Old Orchard Lane, Avebury Circle
	[230]	
05-26-05	Set Trap	Burroughs Road
05-27-05	Catch Basin Larviciding	Codman Hill Condominiums, Industrial Park - Codman Hill Road
	[25]	
	Pick Up Trap	Burroughs Road
05-31-05	Trap Site Survey	Burroughs Road
06-01-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Waite Road, Liberty Square Road, Prescott Road, Depot Road, Cedarwood Road, Blanchard School
	Landing Counts	Liberty Square Road, Cedarwood Road
	Larval Survey	Liberty Square Road, Depot Road
	Larviciding	Prescott Road
	Adulticiding	Depot Road, Prescott Road, Liberty Square Road, Waite Road, Cedarwood Road, Codman Hill Road, Codman Condo's
	Set Trap	Burroughs Road
06-02-05	Pick Up Trap	Burroughs Road

TOWN OF BOXBOROUGH

<u>DATE</u>	<u>WORK DONE</u>	<u>LOCATION</u>
06-07-05	Administrative Contact Public Relations	Police Department, Board Of Health Pine Hill Road, Burroughs Road, Depot Road, Prescott Road, Emanuel Drive
	Landing Count Adulticiding	Pine Hill Road, Prescott Road Pine Hill Road, Burroughs Road, Depot Road, Prescott Road, Emanuel Drive
06-08-05	Set Trap	Burroughs Road
06-09-05	Pick Up Trap	Burroughs Road
06-14-05	Administrative Contact Public Relations	Police Department, Board Of Health Liberty Square Road, Prescott Road, Depot Road, Middle Road, Cedarwood Road, Old Harvard Road, Cortland Lane, Liberty Square Road, Old Harvard Road
	Landing Count Adulticiding	Depot Road, Prescott Road, Liberty Square Road, Middle Road, Cedarwood Road, Old Harvard Road
06-15-05	Set Trap	Burroughs Road
06-16-05	Pick Up Trap	Burroughs Road
06-21-05	Administrative Contact Public Relations	Police Department, Board Of Health Depot Road, Prescott Road, Middle Road, Cedarwood Road, Stow Road
	Adulticiding	Depot Road, Prescott Road, Middle Road, Cedarwood Road, Stow Road
06-22-05	Public Relations Set Trap	Burroughs Road Burroughs Road
06-23-05	Administration Contact Adulticiding	Police Department Flerra Meadows
	Pick Up Trap	Burroughs Road
06-28-05	Administrative Contact Public Relations	Police Department, Board Of Health Morse Lane, Pine Hill Road, Prescott Road, Depot Road, Morse Lane, Pine Hill Road, Depot Road
	Landing Count Larval Survey	Depot Road Depot Road
	Larviciding Adulticiding	Depot Road, Prescott Road, Morse Lane, Pine Hill Road, Stonehedge Place
06-29-05	Set Trap	Burroughs Road
06-30-05	Pick Up Trap	Burroughs Road
07-06-05	Administrative Contact Public Relations	Police Department, Board Of Health Priest Lane, Burroughs Road, Flagg Hill Road, Cedarwood Road, Loring Avenue, Depot Road, Prescott Road
	Culvert Cleaning (19)	Depot Road, Littlefield Road, Sergeant Road, Burroughs Road, Pine Hill Road, Summer Road, Flagg Hill Road, Richardson Road, Stow Road, Massachusetts Avenue
	Stream Cleaning 20'	Depot Road
	Stream Cleaning 15'	Sargent Road
	Stream Cleaning 20'	Burroughs Road
	Set Trap	Burroughs Road
07-07-05	Pick Up Trap	Burroughs Road
07-12-05	Administrative Contact Public Relations	Police Department, Board Of Health Loring Avenue, Depot Road, Prescott Road, Waite Road, Massachusetts Avenue, Burroughs Road, Stow Road, Flagg Hill Road, Cedarwood Road
	Landing Count Adulticiding	Depot Road, Burroughs Road Depot Road, Prescott Road, Waite Road, Loring Avenue, Massachusetts Avenue, Burroughs Road, Priest Lane, Stow Road, Flagg Hill Road, Cedarwood Road
	Larval Survey	Massachusetts Avenue
07-13-05	Set Trap	Burroughs Road
07-14-05	Pick Up Trap	Burroughs Road
07-15-05	Site Survey	Prescott Road
07-19-05	Administrative Contact Public Relations	Police Department, Board Of Health Liberty Square Road, Prescott Road, Depot Road
	Landing Count Adulticiding	Liberty Square Road Depot Road, Prescott Road, Liberty Square Road
07-20-05	Set Trap	Burroughs Road
07-21-05	Pick Up Trap	Burroughs Road
07-26-05	Administrative Contact Public Relations	Police Department, Board Of Health Cedarwood Road, Hill Road, Liberty Square Road, Prescott Road, Depot Road, Liberty Square Road, Cedarwood Road

TOWN OF BOXBOROUGH

<u>DATE</u>	<u>WORK DONE</u>	<u>LOCATION</u>
07-26-05	Adulticiding	Depot Road, Prescott Road, Cedarwood Road, Liberty Square Road, Hill Road
	Larval Survey	Depot Road
07-27-05	Set Trap	Burroughs Road
07-28-05	Pick Up Trap	Burroughs Road
08-02-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Stow Road, Depot Road
	Adulticiding	Stow Road, Flerra Meadows
	Larval Survey	Depot Road, Patch Hill Road
08-03-05	Set Trap	Burroughs Road
08-04-05	Pick Up Trap	Burroughs Road
08-09-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Depot Road, Pine Hill Road
	Culvert Cleaning	Burroughs Road
	Adulticiding	Pine Hill Road, Depot Road
	Larval Survey	Burroughs Road
	Larviciding	Cedarwood Road
08-10-05	Set Trap	Burroughs Road
08-11-05	Pick Up Trap	Burroughs Road
08-16-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Cedarwood Road, Depot Road
	Adulticiding	Cedarwood Road, Depot Road
	Larval Survey	Codman Hill Road, Depot Road, Hill Road, Tokatawan Spring Lane
	Larviciding	Hill Road
08-17-05	Set Trap	Burroughs Road
08-18-05	Administrative Contact	Police Department
	Public Relations	Depot Road
	Adulticiding	Depot Road
	Pick Up Trap	Burroughs Road
08-23-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Prescott Road
	Adulticiding	Prescott Road
	Larval Survey	Swanson Road, West Whitcomb Road
	Larviciding	Swanson Road, West Whitcomb Road
08-24-05	Set Trap	Burroughs Road
08-25-05	Pick Trap	Burroughs Road
08-30-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Prescott Road, Depot Road
	Adulticiding	Prescott Road, Depot Road
08-31-05	Set Trap	Burroughs Road
09-01-05	Pick Up Trap	Burroughs Road
09-07-05	Set Trap	Burroughs Road
09-08-05	Pick Up Trap	Burroughs Road
09-13-05	Administrative Contact	Police Department, Board Of Health
	Public Relations	Depot Road, Pine Hill Road
	Adulticiding	Depot Road, Pine Hill Road
	Set Trap	Burroughs Road
09-15-05	Pick Up Trap	Burroughs Road
09-21-05	Set Trap	Burroughs Road
09-22-05	Pick Up Trap	Burroughs Road
10-04-05	Pick Up Trap	Burroughs Road
10-17-05	Public Relations	Stow Road
	Stream Cleaning 10'	Burroughs Road
	Stream Cleaning 5'	Old Harvard Road
	Stream Cleaning 10'	Old Harvard Road
	Stream Cleaning 15'	Old Harvard Road
	Stream Cleaning 5'	Old Harvard Road
	Stream Cleaning 10'	Old Harvard Road
	Stream Cleaning 10'	Burroughs Road
	Stream Cleaning 5'	Burroughs Road
	Stream Cleaning 50'	Howard Lane
	Stream Cleaning 50'	Howard Lane
	Stream Cleaning 30'	Flagg Hill Road
	Stream Cleaning 20'	Flagg Hill Road
	Stream Cleaning 10'	Woodward Lane
	Stream Cleaning 50'	Summer Road
	Stream Survey	Stow Road

TOWN OF BOXBOROUGH

<u>DATE</u>	<u>WORK DONE</u>	<u>LOCATION</u>
10-17-05	Culvert Cleaning (27)	Burroughs Road, Old Harvard Road, Robinson Road, Stow Road, Howard Lane, Flagg Hill Road, Woodward Lane, Summer Road
10-25-05	Stream Cleaning 30'	Hill Road
	Stream Cleaning 25'	Tokatawan Springs Road
	Stream Cleaning 15'	Picnic Street
	Stream Cleaning 20'	Depot Road
	Stream Cleaning 30'	Depot Road
	Stream Cleaning 20'	Sargent Road
	Stream Cleaning 25'	Reed Farm Road
	Culvert Cleaning (28)	Cunningham Road, Hill Road, Barteau Lane, Tokatawan Spring Road, Depot Road, Littlefield Road, Sargent Road, Liberty Square, Reed Farm Road, Codman Hill Road, Stow Road
11-7-05	Brush Cutting 800'	Hill Road
11-8-05	Brush Cutting 840'	Hill Road
11-9-05	Brush Cutting	Hill Road (Cut Trees)
11-10-05	Stream Cleaning 350'	Hill Road
11-14-05	Stream Cleaning 400'	Hill Road
11-17-05	Stream Cleaning 600'	Hill Road
11-18-05	Stream Cleaning 450'	Hill Road
12-23-05	Stream Cleaning 20'	Reed Farm Road
	Stream Cleaning 10'	Reed Farm Road
	Stream Cleaning 10'	Reed Farm Road
	Stream Cleaning 10'	Reed Farm Road
	Stream Cleaning 20'	Liberty Square Road
	Stream Cleaning 10'	Sargent Road
	Stream Cleaning 20'	Sargent Road
	Stream Cleaning 10'	Littlefield Road
	Culvert Cleaning (18)	Liberty Square Road, Reed Farm Road, Sargent Road, Depot Road, Littlefield Road

DEPARTMENT OF PUBLIC WORKS

The past year was a busy year for the Public Works Department.

The winter season began on November 12th with a small snow storm and ended on March 24th with another small snow storm. But, the storms in between were much bigger and very labor intensive. The total amount of snow for the season was 142 inches with a total of 32 responses for these storms. That translates into 85 more inches of snow than the previous year and 4 more responses. Although there was more snow than the previous year, there were not a lot of ice storms so we did not experience a lot of power outages.

The spring clean up went fairly well with no major break downs. One thing to keep in mind is with the ever increasing roads in town it takes more time to get this task accomplished. All the roads can't be done at the same time. Each year we start at a different place in town, so on one year one road will get done first and the next it may be the last. It is very difficult to get a set schedule on when a particular road will get swept. It all depends on Mother Nature and equipment break downs. Please have patience, we will get there.

Once again the summer growing season didn't have the expected slow down, so the municipal properties and athletic fields required a lot of mowing. The roadside mowing went well this season. We were able to get some of the roads done twice during the season. We also mowed a number of other town properties and trails during the good months.

Fifers Field was top dressed and hydro-seeded during the summer. This was needed to try and get rid of the large puddles in the field. We also did a sprucing up of the infields at Liberty Field and Flerra Field. Some Chapter 90 work was submitted and approved for a number projects in town. The approved projects are for: sections of Old Harvard Road, Robinson Road and Burroughs Road, as well as the entire lengths of Hager Lane, Morse Lane and Steele Lane. Also from Chapter 90, we got the approval to purchase a dump truck to replace one of our 21 year old trucks.

The maintenance of the town building was better able to be accomplished this past year due to the addition of a full time custodian/ maintenance person. A number of small repairs and projects were able to get completed that been left on the back burner for a while waiting for the time for the regular DPW crew try and get them accomplished.

The Transfer Station / Recycling Center went fairly smooth this past year. This is due, in large part, to the cooperation of the people who use the facility. This past year we had to make some changes in the way the stickers are issued. This was made necessary to try and cut down on sticker pirating. It appears to be working.

I would like to thank the workers of the DPW for their dedication and hard work, without these people we wouldn't be able to provide the level of service that the taxpayers have come to expect. I would also like to thank the Board of Selectmen for their support throughout the year, and the taxpayers for their support and patience.

Kenneth March
Director of Public Works

CEMETERY

The normal upkeep and maintenance of the North and South Cemeteries was done throughout the year. The number of burials was about the same as other years. The sale of lots and perpetual care monies are accounted for in the treasurer's report.

The maintenance and upkeep of the cemeteries was a steady task during the growing season. Some tree work had to be done with the town's bucket truck. A couple of dead trees had to be removed. During a wind storm, a large branch fell that needed to be cleaned up. Luckily it missed the head stones and no real damage occurred.

I would like to thank Donald Morse and the DPW crew for all the work that they do there. They do a lot of work to keep the cemeteries in good order. A good job was done by all.

Kenneth March, Cemetery Commissioner

VETERANS' AGENT

The Veterans' Service is established according to Chapter 115 of Massachusetts General Laws and is administered under State guidelines to provide information and assistance regarding benefits to veterans, veterans' dependents, widows and children of deceased veterans.

There were no veterans' benefits paid out in 2005. There were four inquiries and two veterans received health benefits from the veterans' service in Bedford.

A flag was placed on each Veteran's grave for Memorial Day. There were three veteran burials in the South Cemetery:

John C. Whitcomb	World War II	March 17, 2005
Joseph F. Mozer	World War II	March 27, 2005
Robert F. Foss	World War II, Korea, Vietnam	October 4, 2005

If you know of any veteran's grave that has not been recognized, please give us a call at 978.263.1116. Also, I am looking for 214D files for anyone who entered the service from the Town of Boxborough as we are looking into establishing a permanent war memorial.

Donald C. Morse
Director of Veterans' Services
Veterans' Agent
Veterans' Grave Officer

COUNCIL ON AGING

There are presently approximately 550 senior citizens residing in Boxborough. The mission of the Boxborough Council on Aging is to reach out to these senior citizens and their families. This is accomplished by planning and implementing services and activities for older adults. The COA also directs family members, care providers and older adults to needed services and activities, which may be located in Boxborough or elsewhere. Some of these services and activities may include home delivered meals, luncheon meal-sites, nursing care, fuel assistance, updated health insurance information, trips for

socialization, exercise classes, and adult day health care. We acknowledge, support and work alongside with individuals, civic groups, and Friends groups who help our elderly. We inform Boxborough senior citizens by monthly newsletters about our wellness clinics, trips and activities, monthly luncheons, town information, health issues, political issues, legal information, and other pertinent topics.

The current Council on Aging Board consists of five members. Karyn Kealty serves as Chairman, Dean Machamer as the Vice-Chairman, Mary Larson as Treasurer, Elaine Garabedian as Recording/Corresponding Secretary and newly appointed Frank Powers as member-at-large. Frank replaces Nancy Crowley who served on the COA Board for several years. We thank Nancy for her many contributions to our board and to our senior citizens. All five members of the board are volunteers from the Boxborough community who generously offer their time and efforts to help serve the senior citizens of Boxborough. Kathie Schwarting is the Coordinator of the Council on Aging. Her office hours in the Boxborough Town Hall are Monday, Wednesday, and Thursday, 9:00AM-3:00PM. Residents are encouraged to call or visit the COA office during these hours to inquire about services and activities, share information, express opinions, or ask about volunteer options.

The "Friends of the Council on Aging" is an active and enthusiastic group of volunteers who plan senior activities, social outings, and special events. They hold fund-raisers throughout the year in order to support these various senior activities. Astrid Chalupa serves as President, Pat Fallon as Vice-President, Patty Gayowski as Treasurer, Shirley Warren as Secretary, Eunice Hinckley as Corresponding Secretary, Kathy Blackey as Trip Planner and Mary Larson as the Liaison to the COA Board. The Friends of the COA has received generous donations from the Acton-Boxborough United Way, the Boxborough Grange, and also from private citizens. These donations benefit our senior citizens and are gratefully acknowledged. A few of the special events hosted by the Friends this year included a lovely Valentine's Day Party and also their wonderful December Annual Holiday Party. The latter has become an especially popular event, complete with an abundance of food, great entertainment and the Grange Hall transformed into a festive holiday retreat. Two fund-raisers included a Dance Party in the spring and a Beans & Bingo Party in the fall. Friends of the COA have begun organizing monthly "senior gatherings" at the new library. It is a chance for seniors to get together on a regular basis in order to chat and to enjoy each other's company.

Friends' volunteer, Kathy Blackey, also served as Trip Coordinator for our seniors this year. A wonderful selection of events, either in conjunction with neighboring towns or by Boxborough residents alone, consisted of trips to: the Arnold Arboretum and Vinnie T's in Boston, the Lowell Spinners vs. the Tri-city Valley Cats of Houston, Texas baseball game in Lowell, the Pawtucket Red Sox vs. the Syracuse Skychiefs baseball game in Pawtucket, RI, the Bay Queen Cruise Lighthouse Tour in Warren, RI, the Collings Foundation "Antique Wheels and Wings" Tour in Stow, MA, the Autumn Harvest Cruise "Mt. Washington Boat Tour and Buffet" in New Hampshire, and the Old Mill Restaurant with entertainer Cynthia Ardell in Westminster, MA. The Friends of the COA also sponsored two open-rehearsals of the Boston Symphony Orchestra, which included a pre-concert lecture on the composer and on the symphony as well.

The Boxborough community at large also provided many volunteer hours to help senior citizens. Our Boxborough COA volunteer drivers are appreciated for their diligent efforts in transporting seniors to various locations. The names of our core group of 2005 volunteer drivers include: Karyn Kealty, Mary Rohwer, Liz Markiewicz, Eleanor Smith, Alida Felton, JoEllen Baird, Rita Gibbs-Grossman, Anne McNeece, Linda Lehner, Ellen Sathe, Lorraine Carvalho, Karen Smolin, Jini Vockel, Bela Chandok and Maureen Walsh. Their names and phone numbers are listed in the monthly newsletter for seniors to call when alternate transportation is not available. Other volunteer drivers not named here have also come forward to help. Our handyman, Bill Litant, has helped out many seniors throughout the year by volunteering his time and talents. Frank Sibley travels to Burlington once a month to represent

Boxborough on the Minuteman Senior Services Board. Frank also has lent a helping hand to many seniors with one-on-one computer assistance and he has delighted us with his beautiful photographs of senior activities. Our Library Director, Maureen Strapko, together with The Friends of the Library, provides monthly movies, library computer instruction, and home delivery of books to our senior citizens. The younger generation has also been pitching in. Boxborough Scout Troop 1 placed house numbers on senior citizen mailboxes, providing better address visibility and, in turn, a quicker response time for emergency personnel. The good works of so many different people enable our senior citizens to be able to participate in more of the available events and activities and also makes our community a safer place in which to live. Thank you all!

The Boxborough Neighbors Luncheons, organized by Karyn Kealty and held at the United Church of Christ, took place from January to June and from September to December. Approximately 40 seniors attended each of these monthly luncheons where delicious meals were prepared and served by local civic groups. A craft project, senior-related talk, or entertainment followed the luncheons. These gatherings provided an opportunity for Boxborough seniors to get together with old friends and to welcome new neighbors to the community. Many thanks to the following groups who hosted these luncheons throughout the year: the Friends of the Boxborough COA, the Friends of the Sargent Memorial Library, the Garden Club, the Boxborough PTF, the Boxborough Minutemen, the United Church of Christ, the Boxborough Conservation Trust, the Council on Aging Board and the Town employees. Brown-bag luncheons were held during the summer months at our new library. The COA also would like to extend a special thank-you to the Acton Lions Club for serving up a hearty "New England Boiled Dinner" in March as well as to the Acton/Boxborough Rotary Club which hosted their famous October Barbecue for Acton and Boxborough senior residents.

Our aerobics and line-dancing instructors, Phyllis Kennedy and Sam O'Clair, have provided hours of good physical as well as "social" health throughout the year. Their dedication and enthusiasm allow participants to feel welcomed, encouraged and supported. A new group, the Knitting Club, was initiated this year by Jeanette Gould. Seniors generally meet on the second and fourth Tuesdays of each month upstairs in Town Hall. Our bridge group, enthusiastically promoted by Dean Machamer, continues to take place every Thursday. Several seniors from surrounding towns have also joined in the fun; another nice way to meet new neighbors.

The Boxborough Council on Aging extends its heartfelt thanks to Boxborough residents Lorraine Carvalho and Jini Vockel for their continued dedication to the SHINE (Serving the Health Information Needs of Elders) Program. After completing a course last year, they are certified SHINE counselors, and are available to Boxborough residents for one-on-one health information counseling. Both Lorraine and Jini attend monthly meetings at Minuteman Senior Services in Burlington, MA, in order to receive updates on the most recent health insurance information.

On the second Wednesday of each month from 11:00AM-12:00 noon, the Nashoba Nursing and Hospice Service provides a Wellness Clinic at the United Church of Christ. Services offered include blood pressure screening, glucose and cholesterol screenings, flu and pneumonia shots and tetanus and diphtheria vaccines. The Wellness Clinic is open to people of all ages and is especially well attended by our senior citizens throughout the year.

The Fuel Assistance Program began on November 1, 2005 and continues through April 30, 2006. This program is open to those residents who are income-eligible, regardless of age. Income-eligibility numbers are published in the senior newsletter during the winter months. Applicants can apply for help with weatherizing their homes and repairing heating equipment as well as for financial assistance for fuel costs. The COA Coordinator is trained to help with fuel assistance applications.

This year for the first time in Boxborough, the American Association for Retired Persons (AARP) sponsored a free tax preparation service for low- and moderate-income senior taxpayers. Appointments were coordinated through the COA Office, and we hope to continue this service in future years.

In 1997, the Friends of the Whitcomb House/Senior Center was established in order to raise funds for a Boxborough Senior Center. The President of the organization is Dick Golden and co-Treasurers are Peggy Boyden and Elaine Garabedian. The Boxborough Council on Aging and the Friends of the Whitcomb House/Senior Center are two separate groups. In December of this year, approximately 150 people enjoyed the 9th Annual Breakfast with Santa fund-raiser at Blanchard School. The Boxborough Council on Aging applauds the effort, work and contributions of all of the members of the Friends of the Whitcomb House Senior Center.

The Executive Office of Elder Affairs awarded the Boxborough COA a \$2,800 grant for Fiscal Year 2005. The major portion of this award was used to defray the cost of printing and distributing the monthly Boxborough senior newsletter. Some of the money was also used to pay for a portion of the Wednesday exercise class and also to purchase birthday/greeting cards for our senior citizens.

Boxborough continues to have one of the fastest growing senior populations of all the municipalities in the state of Massachusetts. In the fall of 2005, the Board of Selectmen, the Council on Aging and the Friends of the Council on Aging worked together, in partnership, to formulate a survey to further explore perceived needs and concerns of Boxborough senior citizens sixty years of age and older. The surveys were administered as mailed confidential questionnaires with an excellent final response rate of 50%. Important topical areas in the survey included: Housing, Transportation, Senior Center, Family/Friends/Community, Activities/Services and Demographics. As we go forward into calendar year 2006, the information elicited from this survey will be important for our community as we develop services and programs for the future.

2005 was a year in which more of our seniors participated in COA activities and more of our seniors' interests and concerns were met. The Coordinator as well as volunteers provided outreach services to those seniors who were at risk. Home/nursing home visits and follow-up telephone calls were made. The Coordinator worked with the Boxborough community service providers including the Boxborough Police, the Fire Department, the United Church of Christ staff and other professionals in the community to share concerns and coordinate efforts. Free seminars and workshops were held in Boxborough; others were held in Acton, co-sponsored by the Acton and Boxborough Councils on Aging. The Senior Tax Abatement Work-Off Program which affords seniors the opportunity to save on their property taxes by volunteering in municipal offices, the library, and the school continues to be advantageous to both our seniors and to our Town; the number of applications having quadrupled since the program began in 2001. The Town has definitely benefited from the work accomplished by our very capable senior citizens.

The Boxborough Council on Aging would like to thank the many volunteers who willingly gave hours of their time and effort, the Town of Boxborough, the United Church of Christ, and also to the community for their widespread support of senior programs. We also greatly appreciate the financial support of the Acton-Boxborough United Way, the Boxborough Recreation Commission and the Friends of the Council on Aging. It is through these efforts of the entire Boxborough community that we are able to continue pursuing our mission of reaching out to as many of our valued senior citizens and their families as possible.

Respectfully submitted,
Kathie Schwarting,
Council on Aging Coordinator

ACTON BOXBOROUGH CULTURAL COUNCIL

The Acton Boxborough Cultural Council (ABCC) enjoyed an unexpected increase in available grant funds in calendar year 2005. A long-awaited increase in state funding to the Massachusetts Cultural Council resulted in an additional allocation of \$1,000 to ABCC, making a total of \$5,470. Additionally, we had \$1,751 in unclaimed funds from FY04 grantees that, in compliance with MCC guidelines, we re-granted this year. As a result, the total available for FY06 grants was \$7,221.

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the Board of Selectman in both towns is truly remarkable. Acton doubled its FY05 support by providing the ABCC, through a Warrant Article, with \$2,000. For the 8th year, Boxborough gave the ABCC \$1,000 for exclusive use in Boxborough. These local funds are designated for Council-originated programming and cannot be used for the grant cycle.

The level of local support we enjoy is rare among LCC's across the state. We are extremely grateful and constantly acknowledge the support of our two towns to everyone. We are grateful also for the physical support that the two towns provide us with: meeting spaces, access to the town copiers and general support from our liaisons, Acton Selectman, Walter Foster and Boxborough Selectman, Simon Bunyard.

This year ABCC welcomed a new chairperson, Ann Budner, a new treasurer, Jana Kertzner, both of Acton, and a new member, Cindy Matchett of Boxborough. We sadly said goodbye to two long-time members, former chairperson, Michele Holland, and former treasurer, Mitzi Weil.

Much of our efforts in the spring related to analyzing our strengths and weaknesses and our vision for the council. We carefully considered reviving the council's very successful Environmental Sculpture Exhibit at the Acton Arboretum (1995 and 1997). In January, we met with two event organizers and former council members, and with a representative of the Friends of the Arboretum. After careful evaluation, we decided to seek other opportunities at this time. A notebook detailing the project was filed at the town hall for reference. We are currently considering several ideas for a new event, including a multicultural arts fair, a film festival, and arts process workshops.

We sponsored four different concerts for the Acton and Boxborough communities. Funding for these programs came from unspent FY '04 and FY '05 Acton Funds and our own fundraising revenue. We used our Boxborough allocation to fund a concert in honor of the grand opening of the Sargent Library.

- New England Winds, "From Mozart to Gershwin" – March 20, 2005. The ABCC sponsored a free concert by the US Air Force Band of Liberty's woodwind quintet at the RJ Grey Auditorium. The Beacon ran a long and favorable review.
- Alle Breve, chamber music for grand opening of Sargent Memorial Library - May 22, 2005. The library requested ABCC help in obtaining and funding background music.
- Nannette Perrotte Combo, "Emily Dickinson Rock" at Sargent Memorial Library – May 29, 2005. This original rock composition brings the enigmatic poetry of Emily Dickinson to life. We used our Boxborough grant funds to produce this show in honor of the library's grand opening. Along with the usual publicity methods, council members worked with the English teachers at the high school and passed out fliers at the transfer station. The Boxborough library set up a tie-in exhibit of Emily Dickinson literature. The concert was well attended by about 100 people, despite the holiday weekend. Afterwards, the Beacon ran a long article with front-page and interior photographs.
- Longwood Opera performance of La Traviata at St. Matthew's Fellowship Hall - November 4, 2005. For the second year, this concert sold out with about 125 people. The concert drew people

from Acton, Boxborough and many neighboring towns, along with the troupe's season ticket holders. Clearly, this area is interested in hearing operatic music. Longwood Opera sold tickets and ABCC sold refreshments at intermission. Once again, the Beacon ran an article after the show, interviewing Artistic Director, J. Scott Brumit.

Each fall, the ABCC is required to distribute its annual MCC allocation through a grant process. In March, the MCC held the first Arts Advocacy Day at the State House to draw attention to the vital role that arts, culture and humanities play in our state and to request increased funding. A huge contingent of LCC volunteers turned out from all over the state. ABCC members, Ann Budner and Nancy Gerhardt, attended this event and spoke with our three legislators. In July, we were delighted to hear that the FY '06 statewide budget increased the MCC's allocation by \$1.3 million, the first increase since the agency's budget was slashed 60% in 2002. Consequently, MCC awarded ABCC a \$1,000 increase to its expected grant allocation, making a total of \$5470. We'd like to give special thanks to our state legislators, Senator Pam Resor, Representative Cory Atkins, and Representative James Eldridge for generously supporting local cultural and arts activities in Acton, Boxborough and across the state.

We also included in our FY '06 Grant Cycle our rollover from the FY'04 grant cycle of \$1,751. This was an unusually high amount of unclaimed funds. As we do every year, we contacted grantees with outstanding balances to tell them of the impending deadline. For the FY '06 Cycle we once again did not withhold the allowed 5% of the MCC allocation and made the entire \$7,221 available for the community members.

Despite our higher than usual funds to spend, we faced a very competitive grants season. We worked hard to publicize the availability of grants and saw a lot of new applicants and creative applications. We received 39 applications totaling \$22,435 and funded 18 of those (46%).

FY ' 06 Acton-Boxborough Cultural Council Approved Grants

<u>Applicant Project Name</u>	<u>Grant Award Amount</u>
Absolutely Art/Catherine Meeks	\$1,000
Acton Community Center/Theater 3	\$299
Acton Community Chorus	\$175
Acton Memorial Library	\$1,000
Colonial Spirit Chorus	\$200
Community Arts Advocates	\$400
Concord Orchestra	\$500
Concord Poetry Center	\$300
John Dearden/Gabriel Gouveia	\$325
Discovery Museums	\$600
Anne Dykiel	\$375
Fitchburg Art Museum	\$149
Fruitlands Museum	\$500
Harvard Pro Musica	\$499
Hudson Arts Alliance	\$150
McCarthy-Towne School PTSO	\$500
Sounds of Stow	\$150
Three Apples Storytelling Festival	\$ 99
TOTAL	\$7,221

For further detail on the approved grants, please visit our web site:
www.actonboxboroughculturalcouncil.org.

We are a volunteer committee of nine members appointed by the selectmen of each community, but functioning as a single entity. Our goal is to increase our effectiveness as art advocates by supporting, promoting, organizing and presenting arts and artists in our communities. The Arts are Essential. We welcome feedback and suggestions from the community through surveys and word of mouth.

2005/2006 Acton Boxborough Cultural Council Members

Ann Budner, Co-Chair - Acton
Michele Holland, Chair - Acton (resigned April 2005)
Mitzi Weil, Treasurer - Boxborough (retired June 2005)
Jana Kertzner, Treasurer - Acton
Rixin Li, Secretary - Acton
Nancy Gerhardt, Public Relations - Acton
Rosie Latto - Acton
Pat Myers - Boxborough
Elaine Sisler - Acton
Cindy Matchett - Boxborough (joined November 2005)
Rachel Lucas - (joined January 2006)

(2005 Annual Report Submitted by Ann Budner)

PUBLIC CELEBRATIONS COMMITTEE

The Public Celebrations Committee, in conjunction with other groups within the Town, coordinates public activities and celebrations for the citizens of the Town and engages in various projects to preserve the nature and heritage of Boxborough.

Memorial Day was celebrated with the traditional parade. The route took marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road ending at South Cemetery. At each cemetery stop the names of deceased veterans were read and remarks made.

At North Cemetery our State Representative Jamie Eldridge delivered the invocation. State Senator Pam Resor reflected on the meaning of Memorial Day.

At Town Hall, Margaret Stockley led the crowd in a moment of reflection. Barbara Tornstrom delivered remarks on the meaning of Memorial Day.

Veteran Patrick Moran told the audience a personal story that left the crowd feeling proud to be American.

Marchers included the speakers, veterans, Boxborough Selectmen, Boxborough Minutemen, the Blanchard Band directed by Linda Potter, the Acton-Boxborough R. J. Grey Junior High School Band directed by Mark Hickey, Fire Department and Scouts.

Fifer's Fair, held in June, is a collaborative effort of the Celebration Committee, the Boxborough Minutemen and the Recreations Commission.

The parade from Blanchard School to Flerra Field featured many of the same participants as the Memorial Day parade, plus Minuteman units from other Towns, floats, bicycles and antique cars. Grand Marshal Sam Slarskey led it.

The Golden Fife Award was given to Elaine Garabedian in recognition of her long and faithful service to numerous civic organizations of the Town.

The Holiday Tree Lighting ceremony was held on Saturday December 3rd at 4:30pm at the corner of Middle and Hill Roads. All enjoyed the tree lighting and refreshments, provided by the "Boxborough Bakers" on the front lawn of the Boxborough Museum. Alan Rohwer, a long time resident of Boxborough and member of the Historical Society lit the tree this year. Chris Baird led the Blanchard School Ensemble and chorus to guide the crowd in song. Many thanks to the Historical Society for the use of the Museum and to the Boxborough Fire Fighters for providing alternate transportation for Santa Claus.

We are especially gratified at the number of residents of the Town who are joining us at these celebrations. Coming together in these "small town" events is part of what makes Boxborough a great place to live!

We would like to take this opportunity to thank the Town Hall staff, Police Department, Fire Department, Highway Department, Cemetery Department, Blanchard Memorial School and the Acton-Boxborough Regional Schools for their continued super support at our events.

Public Celebrations Committee: Nancy Fillmore (Chair), Laraine King, Margaret Stockley, Sharon Garde, Frances Anderton and Liz West

STEELE FARM COMMITTEE

Outdoor recreational use of the property is increasing each year.

We have increased the size of the committee to better maintain the buildings and property.

Once again the DPW contributed greatly. Their field mowing and tree trimming is keeping the open areas open and the invasives in check. The new drain in front of the house and the trench work for the power to the barn are two more examples of how they do much more for the town than work on the roads.

The electrical modifications to the barn will be done by spring 2006 and the new roof should be done by summer 2006.

Christmas tree sales were brisk and well documented this year. Thanks to all who purchased a tree. The money will be frugally spent on the property's needs.

Ed Whitcomb, Chair
Steele Farm Committee

SARGENT MEMORIAL LIBRARY

2005 was a memorable year for the Sargent Memorial Library. On February 12, the staff closed the doors of 575 Middle Road to prepare for the move. The new building at 427 Mass Ave opened to the public on March 21. Over 300 residents visited the new library on opening day. An official dedication of our beautiful new building was held on Sunday, May 22. Following a fife and drum parade by the Boxborough Minutemen and the raising of the flag, the ribbon was cut and the community welcomed into the new Sargent Memorial Library. Both State Senator Pam Resor and Massachusetts Board of Library Commissioners Chairman John Arnold congratulated the Boxborough residents' commitment to the new library and sense of community spirit.

The new library has space for many additions to the collection. Over 5,000 new items were added during 2005. The DVD and Books on CD collections continue to improve and increase. Circulation and applications for new library cards have more than doubled from the previous year. Wireless internet access is now available on several library computers and patrons' laptop computers throughout the building. The large meeting room has been especially popular with the community. Meetings of the Boxborough Garden Club, Boxborough Council on Aging, Friends of the Council on Aging, Boxborough School Committee, A/B Cultural Council, A/B United Way, several A/B sports and school groups, the Friends of the Library, and Boxborough Land Stewardship are just some of the 139 reservations scheduled this year. The meeting room is also an art gallery for local artists. Several photographers and painters displayed their artwork throughout the year with bookings scheduled into 2007. Town residents followed the progress of the landscaping with enthusiasm. The lovely inscribed brick patio acknowledges the generosity of those donating to the "Bricks for Books" program. It will be a wonderful spot to visit and enjoy over the years. We are also very grateful for the generosity of donors to the Library Foundation. Patrons for years to come will benefit from their kindness.

The completion of the new library was a joint effort by the entire Town of Boxborough. All departments at one time or another were involved and their help and encouragement is appreciated. The years of work by the members of Library Building Committee will always be remembered. The library staff, Judy Reiter, Ruth Hamilton, Ramika Shah, Joanne Parker, Marion Powers, and Claudia Murphy, deserves special thanks for the amazing amount of work accomplished during the past year. The hard work and dedication of Library Board of Trustees, Elaine Garabedian, Janet Glidden, Sandy Haber, Rob McNeece, Greg Ross, and Janet Tyndall, made the vision of a new library a reality. And finally, thanks to the two Co-Chairs of the building committee, Janet Glidden and Greg Ross, for their tireless efforts that kept the plan on track and moving forward. They never wavered in their belief that there were answers to all questions and all problems had a solution. We are most grateful to the residents of Boxborough and library patrons for making this inaugural year in the new library such a success with 43,413 visitors.

Programming

The large new meeting room has space for improved library programs. During April vacation magician Ed Popielarczyk entertained 93 children and caregivers. In June, Benjamin the Clown from the Moscow Circus performed at the kick-off of the summer reading program. In July, a large group of 4th-8th graders counted down the hours until the release of the latest J. K. Rowling book Harry Potter and the Half Blood Prince from 7 p.m. until midnight while enjoying trivia questions, pizza, and a movie. At the end of a great evening, 10 lucky attendees won their own copy of the book. In October, a group of teens participated in Young Adult Chinese cooking classes. Following the lesson, they enjoyed their gourmet creations.

Weekly storytime and craft programs were held throughout the past year. Thanks to library staff and our wonderful volunteers who kept these well-attended programs going during our first year in the new building.

Pizza & Pages

5th and 6th grade students meet monthly at the library on Thursday evenings to discuss their latest book selection while enjoying a pizza supper. All Boxborough 5th & 6th graders are encouraged to join. Call the library to sign up and reserve a book.

Book Club

The Library Book Club continues to meet the second Tuesday morning of each month from September through June. New members are always welcome. Call the library or visit the website for a list of titles for the coming year.

Movies @ the Library

Early Release Thursday Movies @ the Library for children started in September. Each month a family friendly movie is shown in the meeting room with popcorn courtesy of the Friends of the Library. This has been a very popular program with high attendance numbers. Afternoon Movies @ the Library for seniors and adults also began this year. Those who enjoy movies, without the expense or hassle of the multiplex, are welcome to drop in at the library on the 2nd Monday of the month. Title suggestions for future movie selections are always welcome.

Electronic Access

The library website **www.boxlib.org** has all the most current information on the library. With a library card from the Sargent Memorial Library you automatically become a member of the C/W MARS network of 150 member libraries. The network offers a shared online resource that can be accessed from home to borrow books, magazines, videos, books on tape/CD, and other materials from any member library. You can also access reference databases from a variety of magazines and newspapers. C/W MARS network access from on-site and at home lets you:

- Borrow books and other materials online from any member library
- Renew checked out items yourself
- Have materials from any member library sent to your local library for pick-up
- Save searches and e-mail yourself a bibliography from your search
- Search full text reference databases from home provided and funded by the C/W MARS network, the Mass. Board of Library Commissioners, and the MA Regional Library Systems

Digital Audio Books

The Sargent Memorial Library, a member of the C/W MARS Library network, is proud to announce the arrival of digital Audio Books and eBooks. Patrons from member libraries can browse and search hundreds of great titles and download them to computers, transfer them to portable devices, or burn them onto CDs for reading and listening anywhere, anytime.

Summer Reading Program

Once again we had record breaking attendance of over 700 participants in the annual summer reading program. Library staff visited Blanchard Memorial School to enroll students. This year's theme was "Going Places @ Your Library." Some of the highlights were the kick-off event featuring Benjamin the Clown from the Moscow Circus, a summer evening with storyteller/musicians Davis Bates and Roger Tincknell, a Teddy Bears Picnic, craft events such as henna tattoos, origami, and bookbinding classes, and the "End of Summer Reading" Ice Cream Social, sponsored by the Friends of the Library and Blanchard Memorial School. Many local businesses donated prizes and gift certificates for the weekly drawings.

Friends of the Library

The Sargent Memorial Library has a small but active Friends of the Library group that meets regularly and provides support for various library activities. The Friends organize an annual book sale to raise funds for the Library. They also provide the library with resources for programming, summer reading activities, refreshments for programs, museum passes, the ice cream social, and support many other activities. This year, the Friends provided or funded refreshments for our grand opening celebration, the meeting room coffee urn, magnets with the new library hours, the table for the very popular Thomas the Tank Engine Train, pizza for the 5th & 6th grade book group and Harry Potter Party, April vacation magician, summer reading musicians, and the Young Adult Chinese cooking classes. Everyone is welcome to join the Friends of the Library. It is a great way to support your library and town. For more information about the Friends, pick up a brochure at the Library or call Anne McNeece at 978-263-9626 or Heather Salemme at 978-264-4158.

Red Sox Trophy

The Boston Red Sox 2004 World Series Trophy was on display in the new library meeting room in April, where over 700 people got to see or touch a piece of Boston history.

Library Hours 2005:

Monday	10-6
Tuesday	10-8
Wednesday	10-6
Thursday	10-8
Saturday	10-3

Maureen Strapko
Library Director

BLANCHARD MEMORIAL SCHOOL JANUARY 2006

2005 was a time of change for the Blanchard Memorial School. Long-time Superintendent/Principal, Richard Bergeron, resigned at the end of the school year to take a position as Assistant Superintendent for Curriculum in the North Andover Public Schools. Sam Slarskey, a very long-time Blanchard teacher and more recent Assistant Principal, also resigned to become a principal of an elementary school on Cape Cod. Blanchard is certainly a better place for their many contributions over these many years.

The Boxborough School Committee took advantage of this situation by voting to spend part of the 2005-6 school year involving the Blanchard staff, parents and community in a process to determine the best administrative structure beginning in July 2006. The Committee first hired Malcolm (Mac) Reid as Interim Superintendent/ Principal to begin in July 2005. A Search Committee then hired Maryellen Driscoll as Assistant Principal. During the summer of 2005, Mark Graziano, Blanchard's Business Manager, resigned to take a similar position in a private school. Charles Mahoney was hired in mid-September to fill this role. Fortunately for all involved, Dr. Sandy Daigneault, long-time Special Educator and Special Education Director, continued to bring some continuity to the administration.

The Administrative Structure Review Process Sub-committee began work with membership from teachers, administration, parents and community members. This committee began a lengthy process of reviewing a number of administrative options and finally settled on five to study in detail: Superintendent/Principal (status quo); Superintendent/Curriculum Director; Superintendent/Business Manager; shared superintendency (with a neighboring community); and regionalization K – 12 with Acton. The Sub-committee forwarded all five of these options to the School Committee in October 2005 with a great deal of staff and community input. On December 8, after further staff and community input, the School Committee voted unanimously to support the Superintendent/Curriculum Director model.

The recruitment process to find a Superintendent/Curriculum Director to begin on July 1, 2006, is beginning in January 2006. Again there is a process which includes Blanchard staff and administration, plus parents and community members. It is expected that the School Committee will appoint someone around the beginning of April 2006.

There are many exciting activities taking place at Blanchard. The excellent teachers and curriculum provide terrific educational opportunities for the children in the pre-kindergarten through sixth grade. The 2004-5 school year ended with 598 students and had 563 on October 1, 2005. The fall was filled with primary and intermediate Open Houses plus a Curriculum Night for each grade level. Staff members are concentrating their Professional Development activities on both academic (curricular) and social issues related to Blanchard students. The Music program continues to be a significant factor in the school with five separate instrumental groups and two separate vocal groups with over 200 students participating. Other after-school activities include soccer, basketball, and Destination Imagination. Once a month Community Meetings provide an opportunity for all staff and students to get together to share interests and talents both from outside the school and from within.

Blanchard's school successes are supported by very active parent involvement. Kristin Hilberg and Ellen Sathe head our Parent Volunteer Program which organizes Room Parents for each classroom who coordinates support and activities for each homeroom. The PTF (Parents, Teachers, and Friends) is a very active and supportive group. Kim Musto completed her year of Presidency in June 2005. Mary Brolin is the President during the 2005-6 school year. This group organizes a variety of fund-raisers which all support programs for students at Blanchard including grants for specific activities and enrichment programs.

The 2005 Boxborough Town Meeting generously provided some additional funding in the FY '06 appropriated budget (current) which otherwise could not be supported. Two of the items included monies for technology replacement and also monies to hire an architectural firm to perform an audit of the Blanchard facility. We are pleased that the FY '07 budget (for school year 2006-7) has a low percentage increase while maintaining current programs.

We need to thank and recognize the members of the Boxborough School Committee for their leadership during this time of transition. These members continue to support programs and the budget needed for Blanchard students. Commendations are also in order to members of the Blanchard Leadership Team. Dr.

Sandra Daigneault, Director of Special Education, has played a significant positive role in this transitional period in addition to her excellent work directing staff and special programs for children. Maryellen Driscoll has done a terrific job filling the role of Assistant Principal and will become an excellent Principal at Blanchard beginning in July 2006. We are also very pleased to have Charles Mahoney as Blanchard's Business Manager. He has become an integral part of the administration. These talented school leaders successfully support Blanchard's mission statement by servicing our school community with a wonderful combination of expertise, dedication and professionalism.

Finally, I would like to thank the students, staff, parents, School Committee, and members of the community who have made my "interim" year as Superintendent/Principal a very memorable and positive experience. I am proud to be associated with the entire Blanchard School community.

Malcolm P. Reid
Interim Superintendent/Principal

Grants

(Submitted by Charles Mahoney, Business Manager)

The School Department continues to apply for and manage a range of State and Federal Grants. Federal grants include: Teacher Quality Grant (\$11,078), Enhanced Education Through Technology Grant (\$1,228), Special Education Entitlement Grant (\$98,659), Special Education Early Childhood Grant (\$6,000), Special Education Program Improvement Grant (\$2,500), Title V Innovative Programs Grant (\$1,385), Title I (\$49,598), and Safe and Drug Free Schools (\$2,789). State Grants include Summer Academic Support (\$2,152). State and Federal Grants total more than 3% of our operating budget.

Library

(Submitted by Melissa Sinclair, School Library Media Specialist)

Every student who attends The Blanchard Memorial School has access to the library media center. Students use the facility to find books to read for both pleasure and information. The facility is also used as a place where children can bring the vast world around them to their fingertips by going online, reading magazines, and practicing research skills. It has been designed to try and meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. A cozy story area can be utilized for young students to learn about a particular author and their books while at the same time several older students can create a Power Point presentation on India at the library's cluster of computers.

At the present time, the library has over 11,000 titles. According to the Massachusetts Department of Education, a school of Blanchard's size should have approximately 14,000 titles. The library staff is working hard to meet this goal by ordering new titles as well as weeding out the old ones. New titles are considered for purchase based on a number of criteria. These include, but are not limited to, support of standards-based curriculum, student interest, award winners, and teacher requests. This year, we received a generous grant from the PTF which allowed us to add new books and to create a new Beginning Reader section. This section is designed to encourage young students to bring a book home to read to their parents. We also received a number of donated books this year from different members of the community and we would like to thank all for their continued support.

All the new books we receive are processed and entered into our automated Winnebago Spectrum System. The system is an on-line card catalog that students use to search for books by title, author, keyword, or subject. Students are provided the skills necessary to use this search tool starting in the third grade. It is a valuable tool used by students and the library staff to find just the "right" book.

The library staff utilizes a comprehensive scope and sequence for the information literacy program at the Blanchard School. The skills taught for each grade are based on the Massachusetts State Frameworks. These frameworks establish standards for students at different grade levels. For example, the fifth grade students concentrate on research skills using a problem-solving model called “The Big 6” that teaches students how to identify, locate, and use gathered information efficiently. The sixth graders then use this same methodology in their research projects throughout the year.

The Massachusetts Comprehensive Assessment System

(Submitted by Maryellen Driscoll, Assistant Principal)

The Massachusetts Comprehensive Assessment System (MCAS) continues to be a key component of the Commonwealth of Massachusetts Department of Education initiative to establish educational standards for Massachusetts’ students. For the academic year 2005-2006, the Department of Education continues to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 Federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the details of *No Child Left Behind* (NCLB). That is, the implementation of this 1400 page Federal legislation (NCLB) is causing a realignment and expansion of the Massachusetts Comprehensive Assessment System (MCAS) and school accountability.

The seasonal schedules of MCAS testing and statewide educational Curriculum Framework Standards for Language Arts have held constant over a three year window of time. This relative stability has given us our first opportunity to begin to develop a year-to-year comparative analysis of grade level and individual student progress.

In Boxborough, we have experienced variability in some of our yearly scores, but the scores tend to be within the performance range expected. Given our high level of past success and the volatility presented by a relatively small student population, students are scoring very well. In 2005 MCAS scores, Blanchard Memorial School scored in the *High* category in both Language Arts and Mathematics. The State Target for Cycle IV 2004-2005 and 2005-2006 for ELA is a CPI (Composite Performance Index) of 80.5, Blanchard scored 89.9 and in math the State Target was 68.7 and Blanchard had a CPI of 88.5. The 2005 MCAS test results have been provided to the Blanchard Memorial School staff, parents, and administration, and they have been used by our curriculum committees and our MCAS Analysis Teams to help better understand areas of student success and challenge.

Below, are listed a sample of overall Blanchard Memorial School scores for 2005. It is important to note that parents and teachers are provided much more detail, related to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 80% of our Grade 3 students scored in the *Proficient* ranges for Reading, while 0% were in the *Warning* range. The state-wide scores were 62% and 7%. (Note: The Grade 3 Reading test does not designate an *Advanced* rating.)
- 63% of our Grade 4 students scored in the *Proficient/Advanced* ranges for Language Arts, while 11% were in the *Warning* range. The statewide scores were 50% and 11%.
- 60% of our Grade 4 students scored in the *Proficient/Advanced* ranges for mathematics proficiency, while 8% were in the *Warning* range. The statewide scores were 40% and 15%.
- 79% of our Grade 6 students scored in the *Proficient/Advanced* ranges of mathematics while 2% are in the *Warning* range. The statewide scores are 46% and 25%.

In Boxborough, the review of MCAS test scores is seen as one of many ways to assess student progress and the success of our educational program. We have taken a systematic, cautious and disciplined

approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS Analysis teams and committees design ways to implement “best practice” adjustments to the curriculum or instructional methods. We continue to align our curriculum with the State Frameworks and provide the knowledge and skills students need to be successful with standardized testing as well as all areas of academics. This reasoned approach is afforded to us because of an outstanding staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is our hope that the Town of Boxborough will continue to support the quality of education it has valued in the past, and that students’ academic and social growth will be maintained.

Parents, Teachers and Friends (PTF)

(Submitted by Mary Brolin, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends. It has two primary roles. The first role is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The second role is to serve as a liaison between the home, school, and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent/Principal, Assistant Principal and the teachers and staff at the school.

The Blanchard PTF is a nonprofit organization with all revenue generated by fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fundraising programs for the 2004-2005 school year generated over \$28,000 and included: a dance and auction, fall bulbs sale, fall gift wrap sale, spring annuals sale, Gould’s Plaza Shopping Night, Boxtops for Education, Blanchard night at Willow Books, and Blanchard day at Cambridgewear. Family donations for 2004-2005 totaled \$3,000. The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program.

In addition, the PTF contributes financial support to the PTF Grant Program. The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a grants review committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the grant proposal deadlines. During the 2004-2005 school year, the PTF Grants Program awarded eleven grants for approximately \$13,000 in total. Among the grants awarded were: two Macintosh computers for video filming and editing, leveled books for grades 1 and 3, expository text (Scholastic News), the SAFE fire safety program, an enhanced media center for the library, Project Healthy Hands, and an LCD projector, connector and cart.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regularly-scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend. One purpose of these meetings is to provide participants the opportunity to exchange ideas and concerns with other members and with the Superintendent/Principal, Assistant Principal and members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fundraising events are also

discussed as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics, including existing or new academic programs, the MCAS exams, the school budget, health issues and the like.

The Blanchard PTF continues to recognize the importance of sponsoring social events that provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, Blanchard Night at the Lowell Lock Monsters and the Mother's Day and Father's Day tables. The PTF sponsors a Seniors' Luncheon each fall, providing Boxborough's senior citizens with a delicious meal prepared by Blanchard families as well as a musical performance by one of Blanchard's many instrumental or vocal performance groups. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a luncheon to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial School. Throughout the year the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard Alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community.

Each month, the PTF publishes a newsletter, The "Blanchard Bits," which serves as its main instrument of communication between school and home. The 2004-2005 school year constitutes its tenth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Superintendent/Principal, members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available at various locations around town; it can also be downloaded from the school website. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families.

The PTF Board wishes to thank every single volunteer from our committee chair people to our parents and friends who help out with copying, providing food, and making calls – all of which make our programs so successful. Fun and worthwhile volunteer opportunities abound, so we continue to encourage all members of the Blanchard community - new and old - to jump in and make a difference!

Parent Volunteer Program

(Submitted by Kristin Hilberg and Ellen Sathe, Academic Volunteer Coordinators)

We have an extremely strong parent volunteer program in place at Blanchard Memorial School. This program offers the community an opportunity to support the school system as well as provide the chance to be more actively involved in the education of our children. Our mission is to fill and support all academically-related needs the school may have. The volunteer coordinators set the program in place at the beginning of each school year, working closely with faculty and staff to identify areas of need within the Blanchard curriculum. Then they survey the entire parent population and match areas of interest with volunteer opportunities.

One of our major goals is to involve a cross-section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist before and after school as well as during school hours. There are also tasks which may be completed from home. Volunteers have traditionally brought a broad range of skills and talents to Blanchard. We consider ourselves very fortunate! These volunteers help to ensure that our academic programs remain vital and continue to grow.

Many volunteer opportunities exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include but are not limited to the science lab, library, health office, technology and the art room. In addition, volunteers provide support in the form of material creation and clerical assistance for support staff such as the reading support specialists and guidance counselor. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

Professional Development

(Submitted by Maryellen Driscoll, Assistant Principal)

Dedication to Professional Development is one of the most important commitments a school system and a teaching professional can make. It has the potential of enriching the educational opportunities for students.

Professional Development is an ongoing opportunity and a tradition at Blanchard Memorial School. It is also an activity that the Department of Education expects to see demonstrated in each district and it is an effort expressed through clearly described financial and time commitments. In Boxborough, this obligation is met through scheduled early release Professional Development days, budgeted support for graduate courses, workshops, professional reading materials and the personal commitments made by our staff. Examples of improvements initiated from professional development are found in the adoption of new materials, models of classroom instruction and innovative uses of new technology.

The 2004-2005 on-site graduate course, *Moving from Theory to Best Practice in Literacy*, was presented in response to teacher input and requests. It is a fully subscribed Reading/Language Arts course attended by 30 members of our staff and administration, and matches the goals and objectives detailed in federal education legislation and the Commonwealth of Massachusetts curriculum frameworks. This Reading course will likely cause a school-wide realignment of the scope and sequence of Language Arts/Reading expectations, and in doing so, improve an already successful program.

To complement the reading course, teachers continue to enroll in outside graduate level courses and workshops such as Dibels Training, Project Read, Literacy Centers, Beyond Decoding, The Writing Workshop, and The Skillful Teacher, to name a few. This additional training affords teachers the opportunity to further their varied interests and skills in the delivery of elementary school instruction. Additional school-wide workshops include: De-escalation Strategies for Classroom Teachers presented by Bill Gresser, Asperger's Syndrome presented by Russ Maguire and Medications for Childhood Disorders by Scott Lukas.

School Council

(Submitted by Malcolm P. Reid, Interim Superintendent/Principal)

Blanchard's School Council convenes six times during the school year. The Council is charged with advising the school principal in areas of budget development, school goals, professional development and authoring the annual school improvement plan.

The Council recognizes the outstanding work of the staff regarding literacy issues on which the staff focused during the 2004-5 school year. Thanks and appreciation are extended to Blanchard's School Council.

2004-5 School Council

Dr. Richard A. Bergeron, Superintendent/Principal
Mary Brolin, Parent Representative
Eileen Kassower, Parent Representative
Catherine Christensen, Parent Representative
Libby Reichlen, Parent Representative
Tracey Johnson, Faculty Representative
Rebecca Schuhmacher, Faculty Representative
Robin Smirlock, Faculty Representative
Kristin Hilberg, Town Board Representative
Leanne Winkler, Community Representative
Elizabeth West, Community Representative

2005-6 School Council

Malcolm P. Reid, Interim Supt./Principal
Catherine Christensen, Parent Representative
Eileen Kassower, Parent Representative
Libby Reichlen, Parent Representative
Kim Musto, Parent Representative
Kerin Crockett, Teacher Representative
Tracey Johnson, Teacher Representative
Rebecca Schuhmacher, Teacher Representative
Elizabeth West, Community Representative
Leanne Winkler, Community Representative
Kristin Hilberg, Town Board Representative

The School Council recommended four goals for the 2005-6 school year.

First, the Council suggests the expressed desire of the staff to learn more about de-escalation strategies for disruptive behavior. Dr. William Gresser, an acclaimed child psychologist, will provide an engaging and informative series.

Second, the Council acknowledges and approves of forming collegial study groups comprised of faculty teams interested in varied areas of instruction and curriculum.

Third, the Council approves and supports the staff's suggestions for specific topics of interest. Blanchard's administrators will work with contracted experts in the areas detailed on the Spring 2005 Interest Survey. Blanchard's teachers have expressed the desire to continue working on instructional directives initiated during their on-site graduate course on Literacy held in 2004-5.

Finally, the Council recommends that Blanchard conducts a systems evaluation on the facility. The project report should be incorporated into an informed five-year capital plan for Blanchard.

Special Education

(Submitted by Dr. Sandra Daigneault, Director of Special Education)

The Boxborough Public School Department provides for the needs of students with disabilities from age three through sixth grade. In 2005, approximately 13% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 85% of them received all of their special education at Blanchard Memorial School. These students were all assigned to general education homerooms and most spent the majority of their school day in the mainstream setting.

Blanchard's professional special education staff includes thirteen full- and part-time licensed educators and therapists. These staff members are responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEPs), and progress reports. A critical part of their job roles is to provide consultation to paraprofessionals, parents and general educators. Additionally, and most importantly, the special education department offers the following direct services:

- Special Educators provide services through our Learning Center and Resource Room programs. They serve students with mild-moderate special needs in grades K-6. The students have varying types of disabilities, though the majority are diagnosed with learning disabilities. Special education teachers provide specially designed instruction, support, reinforcement, modifications, and individualized programs, as appropriate to address student needs. Most instruction occurs in small groups, although some one-to-one instruction is provided, as well.

- The Speech/Language Therapists serve students with communication disorders, preschool through grade 6. Speech/language therapists provide therapy to address needs in communication areas including receptive language, expressive language, articulation and fluency. Therapy occurs one-to-one or in small groups. Therapists often provide instruction in general education classrooms as well, such as weekly phonemic awareness lessons in our kindergarten classes.
- The Occupational Therapist serves students with impaired fine motor, sensory motor, visual perceptual, and/or sensory integration skills, in grades K-6. The occupational therapist works to facilitate students' independent performance of functional school related tasks related to the motor areas identified as delayed. Therapy occurs one-to-one or in small groups. The occupational therapist also provides some instruction in general education classrooms, such as weekly Handwriting Without Tears lessons in our kindergarten classes.
- The Guidance Counselor and School Psychologist serve students with social, emotional, and/or behavioral needs in grades K-6. A variety of counseling services are provided, including one-to-one counseling, social skills groups, short-term crisis counseling, and mini-units collaboratively taught with general education teachers. Most ongoing, school-based counseling occurs for 1 session per week, with a focus on school-related issues. These staff members also help develop and implement positive behavioral intervention plans for students.
- A Special Education Tutor serves a small number of students with low-incidence disabilities in grade K-6. This tutor develops and implements individualized academic programs, social/behavioral programs, and in-class general education support. The goal of this position is to provide appropriate supported inclusion opportunities, along with necessary one-to-one, intensive instruction.
- The Integrated Preschool serves three- and four-year old students with and without special needs. Students attend preschool for four mornings per week. Children participate in a language-rich preschool curriculum based on developmentally appropriate practices that enhance each child's individual growth. The Integrated Preschool has its own staff, comprised of an early childhood special educator, a speech/language therapist, an occupational therapist and two paraprofessionals.
- Special education Paraprofessionals serve students in preschool through grade 6. Paraprofessionals work under the supervision of licensed staff. Most paraprofessionals work in general education settings where they provide IEP-required support and modifications to facilitate the successful inclusion of students with special needs.

Along with the aforementioned Blanchard special education staff, we also contract with various specialists. This often includes a physical therapist, behavioral consultants, one-to-one behavioral trainers, and/or consultants for low-incidence disabilities.

As a one-school district we are proud of the continuum of special education services that we are able to provide within our local school. Highly qualified, licensed professional staff and outstanding paraprofessionals offer Boxborough's students with special needs exceptional educational programs.

During 2005, Blanchard Memorial School participated in a Coordinated Program Review conducted by the Massachusetts Department of Education. These reviews are conducted in all Massachusetts school districts on a five-year cycle. Areas reviewed for compliance were Special Education, Civil Rights, Title I, Safe and Drug Free Schools, and English Language Learner Education. Information in each of these areas was gathered through document review, student file review, observations, interviews with staff and parents. Of approximately 150 criteria reviewed, Blanchard was found commendable or in full compliance with approximately 64%. Those that were found to be partially implemented are being addressed during the 2005-06 school year through a Corrective Action Plan.

Technology

(Submitted by Gail Neuman, Network/Hardware Coordinator and Elizabeth Sheldon, Instructional Technology Specialist)

In 2005 we wrote our new technology plan for the next three years with a vision of what technology should be like at Blanchard in five years from now based on favored budgets passing. Following this new Tech Plan will allow Blanchard students to shine in this area of the curriculum, and since technology should be so infused into the rest of the curriculum other disciplines should also benefit from staying in synch with the goals of this plan.

Technology became a greater component in the curriculum at several grade levels. Elizabeth (Liz) Sheldon continued to make technology integration inroads during the first half of the year helping teachers identify and effectively utilize technology opportunities. Of particular interest were the Journey North projects. Working closely with the fifth and first grades she planned and piloted this year-long Internet based, cross curriculum project, which is a global study of migration and seasonal change. This successful project will continue into the 05-06 school year expanding to include additional classes and additional projects. Classrooms at all grade levels have been exploring other project based learning opportunities as well.

We added additional Alphasmart keyboards and another laptop and LCD projector on a rolling cart as these technology tools became resources in demand in 2005. Other equipment added in 2005 included two Macintosh computers to be used as film editing stations in the art room. During the spring of '05 this equipment was used in documenting projects, sharing professional development information and developing new project ideas. This year, members of the 6th grade are becoming more involved in filming and video editing activities within the school, creating public service announcements and classroom projects.

Thanks to the favorable outcome at the Town Elections we were about to add 30 new computers, recycling our all of our remaining P-120 and 133, and most of the P-233 computers this year. A teacher written grant combined with funding from other grant sources will allow us to add three new SmartBoard Interactive whiteboards to the school to be installed early in 2006. One will be placed in a 5th grade Math/Science classroom. One each of two smaller SmartBoards will be placed in 1st and 2nd grade classrooms allowing us to pilot this interactive technology at the primary level. There was also a big donation that is hidden in the network closets, lots of switches. With this switch donation we replaced almost all of the hubs on our network.

Many people in the Boxborough community have volunteered their time and have helped us with the existing technology in our school. The people listed below have helped with computers in the school and/or by serving on the Technology Council, and or by assisting in various ways in the writing of our new Technology Plan.

Technology Advisory Council and Technology Volunteers

Lorraine Apgar (2004-5)
Eileen Barnett, Faculty Representative
Jim Dowrey
Sheila Hanrahan (2004-5)
Michael Hoff
Janet LaVigne, Faculty Representative
Kitty Lee (2004-5)
Jeannie Liang (2005-6)

Gail Neuman, Network/Hardware Coordinator
Raid Suleiman, School Committee Representative
Paul Oka
Abby Reip (2005-6)
Tom Ruether
Elizabeth Sheldon, Instructional Technology Specialist
Derek Wylie, BITCom Representative

Five-Year Technology Plan Assistance in the Rewriting Efforts
The Technology Advisory Council plus the work of the following:

Blanchard Staff Tech Plan Rewrite Committee:

Eileen Barnett	Richard Bergeron
Pamela Eisenberg	Robin Hirsh
Marga Ingham	Janet LaVigne
Gail Neuman	Sheila Owen
Elizabeth Sheldon	

Readers:

Beth Blumberg
Martha Ikerd
Kitty Lee
Abby Reip
Melissa Sinclair
Samuel Slarskey

Blanchard Memorial School Staff

Name	Position	Date of First Appt.	Educational Background
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Learning Center	09/00	Fitchburg State, B.S.
Balzano, Kate	Grade 6	9/05	Lesley University, M.Ed. Bowdoin College, B.A.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callahan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Clark, Karen	Occupational Therapist	09/05	Worcester State College, Masters-OT UMASS-Lowell, B.S.
Crockett, Kerin	Grade 6	9/04	Fitchburg State College, M.Ed. Bridgewater State College, B.S.
Daigneault, Dr. Sandra	Special Education Director	09/80	Rhode Island College, B.A. Fitchburg State, M.Ed. Boston College, Ed.D.
Daniel, Katherine	School Nurse	12/01	Westbrook College, A.S. University of Lowell, B.A.
Dimen, Jason	Grade 5	9/03	Seattle University, M.A. Boston University, B.S.
Driscoll, Maryellen	Assistant Principal	07/05	Salem State College, M.Ed. St. Bonaventure University, B.S.

Erhartic, Dr. Michael	Physical Education	01/74	Adelphia University, B.S. Fitchburg State, M.Ed. Boston University, Ed.D.
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.
Follett, Lawrence	Grade 4	10/93	University of Lowell, B.S. University of Lowell, M.A.
Garcia, Christine	Psychologist	09/02	University of Tampa, B.A. Tufts University, M.A.
Geran Julia	Grade 1	09/73	University of Vermont, B.S., Ed.
Goehring, Luanne	Reading Support	09/99	Univ. of MA-Lowell, B.S. Univ. of MA-Lowell, M.Ed
Goldberg, Robin	Speech Pathologist	9/04	Columbia University, M.S. Adelphi University, B.A.
Grady, Lauren	Grade 4	09/00	University of Massachusetts, B.A. Lesley College, M.Ed.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Hayes, Melissa	Art	1/06	Salem State College, B.A.
Hirsh, Robin	Grade 1		University of Bridgeport Connecticut, M.S. Providence College, B.A.
Hoff, Diane	Assistant Librarian	9/05	Drexel University, B.S.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.
House, Judith	Grade 1	09/97	Fitchburg State College, B.S.
Hulbert, Faith	Grade 3	11/85	St. Michael's, B.A.
Ingham, Marga	Resource Room	09/00	Providence College, B.A.
Johnson, Tracey	Resource Room	09/02	Assumption College, B.A. Framingham College, M.A.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Lavin, Pamela	Speech/Language	09/93	University of Massachusetts, B.A. University of Massachusetts, M.A.
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.

McLean, Deb	Integrated Preschool	09/04	Wheelock College, M.A. Salve Regina College, B.A.
McMaster, Susan	Math Support	09/01	University of Massachusetts -Amherst, B.A. Lesley College, M.Ed.
McMillan, Katherine	Grade 6	09/02	Lesley College B.S. Lesley College M.Ed.
Neuman, Gail	Technology Director	09/99	Hillsdale College, B.S.
Neuman, Jill	Grade 1	09/99	University of Maryland, B.S. Hofstra University, M.A.
Owen, Sheila	Grade 4	09/03	Lesley University, M.Ed. Framingham State, B.A.
Pavlik, Mary	Grade 2	11/92	Lesley College, B.S.
Plunkett, Cynthia	Grade 1	09/83	Framingham State College, B.S.
Reid, Malcolm	Interim Superintendent/Principal	07/05	St. University of NY – Plattsburgh, M.S. Bates College, B.A.
Reaves, Karen	Grade 3	09/91	Boston College, B.A.
Sartori, Brenda	Grade 5	09/04	Lesley College, M.A. Stonehill College, B.A.
Sciola, Jane	Grade 3	09/71	University of Maine, B.S.
Schuhmacher, Rebecca	Grade 5	09/00	Framingham State, B.A.
Sheldon, Elizabeth	Instructional Technology Specialist	9/03	Lesley College, M.Ed. University of New Hampshire, B.S.
Sinclair, Melissa	Librarian	09/01	Boston University, B.A. Cambridge College, M.A.
Smirlock, Robin	SpEd Teacher	09/93	University of Hartford B.S. Lesley College, M.Ed.
Sperazzo, Mary	Grade 3	09/98	Fitchburg State College, B.S. Lesley College, M.Ed.
Sullivan, Ellen	Occupational Therapist	09/02	Fitchburg State College, B.A. Springfield State College, M.E.D.

Thoman, Elizabeth	Grade 6	09/01	Framingham State, B.A. University of Lowell, M.S.
Wadsworth, Laurie	Music/Band	09/05	New England Conservatory, Masters-Music University of Pennsylvania, B.A.
Walsh, Gail	Guidance Counselor	09/04	Cambridge College, M.A. Skidmore College, B.A.
Weisberg, Jennifer	Speech/Language	09/02	University of Massachusetts, B.A. Northeastern University, M.A.
Wheeler, Linda	Grade 2	09/85	Framingham State College, B.S. Fitchburg State, M.Ed.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.

ACTON-BOXBOROUGH REGIONAL SCHOOLS

Education Report

Introduction

The 2004-2005 school year was bustling with activity. The most significant change was the end of building construction on the main campus as the Acton-Boxborough Regional High School was finally completed. In January the opening of the high school was celebrated with a dedication. In addition, plans were developed to install a new synthetic athletic surface at Leary Field. Also, the district inducted new faculty and undertook a wide range of projects in the realm of curriculum and instruction.

Enrollment

The junior high school enrollment decreased by 13 students, from 930 to 917 with no school choice students remaining. The high school numbers went from 1,683 to 1,725, an increase of 42; there were three school choice students remaining – a decrease of three students from the previous year.

Personnel

Staffing changes for the 2004-05 school year were affected by the June 2004 retirement of eleven Acton-Boxborough Regional teachers. Leaves of absence for five ABRSD teachers were granted, and fifteen AB resignations were received. The twenty-four ABRSD full-time equivalent new teachers who were hired filled these vacancies and additional openings.

Curriculum and Instruction

Reflecting on what was accomplished during the 2004-2005 school year, one is constantly reminded that the Acton-Boxborough Regional Schools are committed to providing all students with academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning. This year was no exception, filled with opportunities and challenges in the areas of *curriculum, instruction, and assessment*. **Curriculum** is considered to be “*what we teach children.*” **Instruction** is “*how we teach children.*” **Assessment** is “*how we measure what children learn.*”

In 2004-2005 we developed systemwide curriculum standards and objectives that indicate which skills are important for our students to master. As we prepare students for the 21st century, what we teach and how we teach is central to their success. Our curriculum must include not only what has withstood the test of time, but also what reflects the present and anticipates the future. Information continues to expand exponentially. Our curriculum must continue to challenge our students to develop the skills that will enable them to be thoughtful and reflective problem-solvers in an increasingly complex society. Therefore, it is necessary that our curriculum be a dynamic, living document that changes with new initiatives and provides a clear blueprint of where we want to go and what we want students to know and be able to do. We are continually involved in developing, implementing, piloting, evaluating, and revising curriculum.

Our schools are focused on a culture of achievement in which all learners can attain success. All our resources focus on actualizing this belief. Students learn continually and are surrounded by others—teachers, administrators, and other adults—who are also continuously engaged in the process of learning. Creating a community of learners requires a dedication to continuous improvement on the part of all students, staff, and parents. Our major purpose is to maximize the performance of all student learners and to maximize the accountability and delivery of support systems for access and equity for all.

Highlights in the Area of Curriculum: We take pride in the range and depth of our educational program, its commitment to ongoing curriculum renewal, and efforts to ensure that the instructional programs are responsive to the needs and interests of all our children. We will continue to offer strong academic programs with opportunities for exposure to a wide range of experiences. Curriculum is an ongoing process. It is the roadmap that guides the delivery of instruction and assessment. Curriculum needs to undergo periodic review to respond to the varied and changing needs of students to meet the standards. Therefore, we will review the curricular objectives and align those objectives with state and other learning standards to ensure all students are benefiting from articulated curricula. We continue to support the districtwide initiatives.

Instructional Opportunities for Growth: During the 2004-2005 school year we established a forum to include educators and two parents to discuss and establish goals in curriculum, instruction, and assessment. The committee met five times year and represented all constituents. We provided high-quality professional development and curriculum Research and Development projects that support the professional growth of all faculty and staff to enhance their knowledge and expertise in content areas, instructional strategies and assessment practices. The variety of professional development opportunities has helped to enhance, enrich and expand the repertoire for effective instructional practices and to revise curriculum and improve pedagogy while incorporating standards and assessments across the curriculum. The offerings were opportunities for staff to collaborate and reflect on the schools' and districts' goals and core values.

Instructional Technology Initiatives: Many exciting projects were underway in the area of technology integration and instruction. Teachers at the high school continue to embrace technology as an instructional tool, employing innovative ideas. Students use technology to create art, produce videos, and write music. In the sciences, students use probes, performing physics and biology investigations with online tools from the Concord Consortium. English and social studies departments utilize labs and the library's technology for research. Students have investigated the Renaissance and Pi using Web Quests. Through a STEM (Science, Technology, Engineering, and Mathematics) grant, the high school has acquired a computer-aided design program called Solidworks, which students are using in the CAD program and in a geometry class.

Junior high students have been using web tools to investigate the stock market in math. In addition, science has used web-based tools with the TELS grant from Concord Consortium. The Family Crest interdisciplinary projects require students to use technology to research culture and create a crest to reflect what they have learned. Students are also learning about Internet safety with the iSafe curriculum. The

Director of Technology Integration and Instruction has weekly office hours at the junior high to support teachers with their projects.

Community Service Learning Efforts in the Schools: The Acton Boxborough Regional School District received a Partnership Grant to encourage community service learning. Service learning is an educational strategy that combines classroom learning and community service. This was the first year that service-learning resources were available to teachers and students in all grades.

Several community service workshops and professional development opportunities took place at the regional level. We presented promising practices at the statewide conference. As a result of these professional development activities, teachers developed a wide variety of service learning projects – among them an “Empty Bowls” pottery class project at the high school to benefit the Acton Food Pantry and a hunger effort in Lesotho, Africa and “Health News Broadcasts” produced by students in the 8th-grade Life Skills class to advocate healthy lifestyles to other students.

In addition to the Community Service Learning Partnership Grant, the district also received a Living Democracy Grant to increase the practice of service learning and implement the Massachusetts History and Social Science Curriculum Framework. At the seventh-grade level, the four teams developed a variety of service learning projects that encouraged civic participation, including the “You Too Can Make a Difference” program, in which students study the biographies of Americans who made a difference and then design a project to make a difference themselves.

Service learning has many short- and long-term benefits to students, to the classroom and to the community. Some of these benefits include: an energized classroom with meaningful hands-on learning experiences, the opportunity for all students to “shine,” and the development of the belief that the students are able to contribute and make a difference to the world in which they live.

Chamber’s School-Business Partnership Provides Unique Link: Student field trips to local businesses, guest speakers from businesses in the classroom, students shadowing local business professionals at their jobs, and business people offering practical advice to students on finding a job or writing a resume are all part of the rich fabric of opportunities the Middlesex West Chamber of Commerce School-Business Partnership Committee provide to the Acton-Boxborough schools. The partnership began in 1993 and is still thriving. The mission of this collaborative effort involving the Chamber and the Acton-Boxborough Regional School District is to “provide opportunities for students, teachers, schools, and businesses to enhance and extend student learning through sharing expertise, programs, and resources in a mutually-beneficial manner for the good of the community.” Currently, the Partnership Committee has fifteen members representing large and small businesses, the schools, and the community. Mark Scheier, chairman of the Committee, says of the partnership, “It is hard to tell who benefits the most from our partnerships, the students or the business people.”

The high school elements of the program include job shadowing, where high school students visit a business for a day, and a three-week senior internship program, where high school seniors spend the last three weeks of their senior year working in a business. The high school also has a successful work study program and offers a class called Senior Seminar. In work study, students work in businesses part-time during their school day. In Senior Seminar, students learn practical skills that include how to find an apartment, how to manage finances and investments, and how to write a résumé and prepare for an interview. Many local businesses host the field trips and become guest speakers or practice interviewers in the Senior Seminar program. A new website offers businesses an opportunity to post job openings for students and alumni (<http://ab.mec.edu/abrhs/students.html>).

The school business partnership has a website (<http://ab.mec.edu/resource>) where businesses can learn how to work with the schools and school staff can learn how to connect with businesses. It contains a Resource Registry that lists over 85 companies registered and interested in working with the schools. For

further information, contact Anne Kingan, School Business Liaison: 978-264-4700, x3498 (akingan@mail.ab.mec.edu).

It's All About Learning: This statement defines and drives everything we do in our schools. We are constantly striving to improve teaching and learning while doing the best for all our students. All students can achieve, provided they understand what is expected and are afforded a supportive learning environment.

We reaffirm the concept of learning as an interactive process that transcends the mere transmission of information. This process is composed of three main elements that influence understanding: what the learner brings to the situation, the learning climate, and the characteristics of the context of the situation. In conjunction with learning, the requisite changes in curriculum, instruction, and assessment are part of a long-term process that is best nurtured over time and thrives best on encouragement.

“The real voyage of discovery consists not of seeking new landscapes, but in seeing through new eyes.”

----*Marcel Proust*

Pupil Services

Nursing Services: The school nurses continued to support increasing numbers of students with chronic health conditions, as well as to deal with issues of communicable diseases, such as Pertussis and Varicella. They stayed involved with the state-funded Essential School Health Services with Consultation grant, with professional development for nurses. The nurses revised and updated the schools' medication administration policy and procedure. They conducted state-mandated vision, hearing, height, weight and postural screenings. The nurses provided ongoing, individualized health teaching to students, staff, and families, as well as community education through Project Wellness. The nurses at the junior and senior high schools continued work on implementation of the athletic participation form that provides emergency and appropriate medical information about students to their coaches. During Professional Day in March, the nurses attended a Sports Injury Conference at Emerson Hospital and met with the school physicians, Drs. Cooper and Rubenstein, to discuss current school health issues, including the new state-mandated vision screening protocols. For their study group, the nurses began review and update of health office procedures and piloted a new evaluation tool that they had developed the previous year. Due to vaccine shortages, the school nurses did not receive vaccine from the Town of Acton and were not able to offer the annual Flu Clinic for staff members.

The **Acton Boxborough Regional School District Special Education Department** staff consists of special educators, speech/language specialists, occupational and physical therapists. Educators, clinicians and specialists communicate and collaborate on a regular basis. Special Education TEAMS provide highly-effective services, including detailed and comprehensive evaluation reports and IEPs. Strong parent communication exists to support families in understanding new regulations pertaining to special education eligibility and recommended services and methodology.

The AB Special Education Department has developed long-range goals that span across the next three years and provide direction for the department. A continuum of services exists between the junior high school and high school, ensuring a highly-organized, specialized range of programs and services in buildings. The district is particularly proud of specialized in-district programs that meet the needs of students with specific and complex disabilities. The district accepts referrals from other local towns for these specialized special education programs.

At both the junior and senior high schools, administrative collaboration with building leadership teams and with regular education staff is a top priority to ensure that special education/speech and language departmental goals coordinate closely with building objectives. A number of important topics were addressed in the past year. One area of collaboration was in updating the Student and Faculty Handbooks, as well as the Emergency Response Plan for both the junior and senior high. Supporting the regular education curriculum continued to be a top priority for the special education department.

Research and development opportunities have allowed regular and special educators to develop high-quality interdisciplinary opportunities for regular and special education classes. Finally, an ongoing task force consisting of both special and regular educators monitor regular education test-taking procedures at the high school level, ensuring that appropriate accommodations are provided to special education students while maintaining the integrity of the test-taking/assessment process.

Extensive professional development is offered at Acton-Boxborough to train counselors, psychologists and special educators with regard to new special education regulations, as well as updated information on specific disabilities, service delivery and the latest assessment tools. Newly-hired special education assistants participate in a mandatory special education assistant training that addresses topics such as confidentiality, student records, interpreting IEPs, providing classroom support and more.

Regarding MCAS participation, it is a credit to both special and regular educators that very few students have failed the MCAS. Special education teams thoughtfully consider the needs of students who cannot take the MCAS with standard or non-standard accommodations, and alternative portfolios are assembled. The special education department works collaboratively with the Assistant Superintendent for Curriculum and Instruction to consider the specific needs of all students scoring in the Warning or Needs Improvement range. Additional collaboration and discussion takes place on an ongoing basis regarding eligibility requirements for alternative assessment and the implications for a high school diploma.

The regular education **Academic Support Centers** have increased their focus on meeting the increasing needs of our English as a Second Language population. A review of existing ESL services, and analysis and assessment of areas of need in light of those existing projections, has been a priority. For the 2005-2006 school year, a certified ELL Teacher will be hired to address the needs of our regional ELL population, to increase efforts for improved home/school communication, and to address standards related to NCLB. The ELL Teacher, in collaboration with the ASC teachers, will identify long-term ELL student needs, improve entry/exit criteria, and look at ways to increase socialization opportunities for students from other countries.

The **Junior High Counseling Department** worked on a new caseload assignment, which assigned counselors to students by team, as opposed to the alphabetical assignments. Counselors established relationships with teams and attended team meetings. In addition, the department supported a revised attendance program to assist the administration in tracking those students with attendance concerns. The department worked on an individual student crisis protocol, as well as a flow chart of student concerns for teachers to use as a resource.

The **High School Counseling Department** was fortunate to have both full-time and part-time school psychology interns to assist in counseling, assessment, and intervention with students with significant social-emotional and learning needs. Counselors enhanced their small-group offerings to students by redesigning the small-group presentations to sophomores and juniors around career exploration and post high school planning. The department also discussed changing the senior essay workshop to include more information about applying to colleges; the format allowed counselors to work in small groups with their own students. The department continued to work closely with a part-time school social worker, supported by a United Way grant, whose role was to meet with at-risk students. Counselors continued to be involved in the VOICE committee, class advisorships, Best Buddies, and Mentors In Violence Prevention programs.

R J Grey Junior High School

R. J. Grey began the 2004-2005 school year with 914 students, 450 in the seventh grade and 464 in the eighth grade on October 1. This was a decrease of 16 students over the enrollment for October 1, 2003. As school began, Craig Hardimon, Principal, welcomed new Assistant Principals Dr. Carolyn Imperato and Larry Fliegelman.

At R. J. Grey, all students are divided into teams. Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose; e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community. Due to budget constraints, one team in grade seven was eliminated, leaving four teams in both seventh and eighth grades. Each seventh-grade team had approximately 112 students and five teachers (English, Social Studies, Math, Science, and Spanish and/or French). In grade eight, each team averaged 116 students and five teachers (Math, Science, English, Social Studies, and one of the four “exploratory” subjects that rotated each quarter of the year). World Language teachers are “off-team” in grade eight. Teachers plan integrated curricular activities, which help students see the relationships between the various subjects. The team model allows us to create a strong web of support to enhance student success. A large school becomes a smaller school. With built-in consistent communication among team teachers, there are fewer cracks for students to fall through. Issues are addressed early, and students have the best chance of success. Students have an opportunity to develop close relationships with their teachers, and with a familiar peer group as well.

All students take English, Social Studies, Math, Science, and Physical Education/Health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English classes, the other academic subjects have adopted the “Writing Across the Curriculum” approach, which provides students with a more consistent writing approach), Math (with the added skill development of reading mathematical language), and our physical (Science) and cultural (Social Studies) world. Most of our students not exempted by a Special Education Individual Educational Plan take a world language, with twice as many taking Spanish as French. Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music and Minuteman Technology Lab I, each of which meets every other day for half of the year. Exploratory courses for the eighth graders are Art, Minuteman Technology Lab II, Life Skills/Health, and Study Skills Technology; these classes last for one marking period.

In addition to the core curriculum, students could elect to participate in band, chorus or x-block. X-block is a combination of curriculum-related mini-courses and study halls with team teachers.

Learning and connecting with members of the R. J. Grey community took place for many students through our extracurricular activities. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee, which helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included floor hockey, basketball, lacrosse, and strength training. Other after-school activities included Art Club, Adopt-a-Grandparent, Jazz Band, Speech and Debate Team, Chess/Board Games Club, the Tolkein Society, Math Counts, Science Olympiad, the Yearbook and the AB Blueprint (school literary publication). The school musical, “Seussical,” involved over 150 students and 125 parents. RJ Grey held its second annual Spelling Bee, and the winner represented our school at the Lowell Sun’s 65th Annual Northern Middlesex Spelling Bee. The RJG Virtual Art Show, which is located on our website, showcased work from the two art classes, the art club, art projects from non-art classes, and staff. An exciting addition to our school year was the creation of the new Rotunda Project. Each student created a small, self-representative piece of art. These individual squares were then linked together into team groups and hung in the rotunda.

Another way students connected with each other was through involvement in the Student Council. This group helped to plan schoolwide activities, dances, and service learning projects. Several Student Council members continued to serve on the Principal Student Advisory Board. In addition to our annual community service learning projects, such as the Coat Drive, Walk to the West Acton Food Pantry, and collecting for Toys for Tots, student council and teams found new programs to support. Among these were fund-raising bracelets for Asian tsunami relief, a day of maintenance work at local parks and conservation lands, and visiting local community service agencies, such as Life Care Center of Acton.

In our continued effort to address all of the needs of students and parents/guardians, we held our fourth annual Project Wellness Day. This event brought seventh-grade students and adult family members together at Merrimack College on March 9, 2005 to learn more and better ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to drug use to relationships. Approximately 1,000 students, family members, and staff participated in this event. We also co-sponsored for the fourth consecutive year the parent evening, "Recognizing Adolescent Depression and Anxiety," with the RPTSO, CAFY, and NAMI-Mass. The counseling department facilitated classroomwide sessions in the seventh grade addressing respect, harassment, and bullying behavior.

Other special events during the school year included Halloween Dress-up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), World Language Week, a weekend ski trip to Waterville Valley, the end-of-year seventh grade Fun Fest and eighth grade day at the Thoreau Outdoor Center, and the Student Recognition Assembly.

Throughout the school year, several groups met regularly to look at the future of R. J. Grey and to consider ways we can continue to meet the academic needs of our students. The entire staff, as well as a committee of department leaders and staff representatives, continued to look at the parts of the program that are highly valued in order to preserve them and also looked at ways to enhance the learning opportunities of all students. Based on data from the prior year's NELMS report, the faculty decided to explore several of the hallmarks of effective middle-level education, such as interdisciplinary teaching, text study, and advisory. An advisory committee began the work of investigating implementation of an advisory program at R. J. Grey.

The School Council, consisting of five parents, one community person-at-large, four staff members, four students and the principal, addressed a wide variety of issues and made recommendations to the administration, which were very helpful. The Student Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide information about the schools. In addition, the P.T.S.O. Newsletter, *Shades of Grey*, and the P.T.S.O. e-mail list helped us to better communicate with families about our school. Our principal continued to distribute his weekly email newsletter to parents, "Grey Matters," and offered monthly "Drop-In" hours to facilitate more communication between home and school.

In October 2005, R. J. Grey received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We also learned that our participation in the NEAP Test, or Nation's Report Card, helped to make Massachusetts students number one in eighth-grade Math and English.

At the end of the 2004-2005 school year, one veteran staff member, Richard Hens, retired after many years of service to our school. This professional devoted decades to our school community and touched the lives of several hundred students and families. We thank him for his many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

Acton-Boxborough Regional High School

Post Secondary Education: The ABRHS Class of 2005 was comprised of 378 students; of these, 90% enrolled at four-year schools, while 4% continued their education at two-year colleges and technical

schools. Consistent with the national trend and with that of previous AB classes, 178 seniors (50% of those applying) submitted Early Decision or Early Action applications.

Standardized Test Results: Average SAT scores for 2005 seniors again exceeded those of state and national populations. This is significant since 99% of AB students took the SATs, compared to the state average of 86% and the national average of 48%. Our average combined score for the SATs was 1247, which is 219 points higher than the average combined Massachusetts score of 1028.

National Merit Scholarship Corporation: Ten members of the Class of 2005 achieved semi-finalist recognition; 49 others received letters of commendation.

National Honor Society: There were 118 members of the class of 2005 inducted into the NHS.

National World Language Honor Societies: In 2005, seventy-three ABRHS students qualified for membership in local chapters of the National French and Spanish Honor Societies.

National, Regional, and State World Language Competitions: Five ABRHS students placed nationally in the National Spanish Examination in 2005; fifty-four students placed statewide. Fifty-three students placed both nationally and at the chapter level in the National French Contest.

World Language Achievement Awards and Leadership Award: Twenty-seven students of Spanish and French were recipients of the World Language Achievement Awards. These students, who achieved the highest average in their language classes for the year, represented all of the levels that are taught in the department. Allison Schneider was the recipient of the Leadership Award; Kate Rosenkranz received the Excellence in Spanish Award; and Matthew Fisher-Post received Excellence in French.

Academic Decathlon Team: In its 17th year of competition, this team of nine regulars and twenty alternates placed first in the Massachusetts State Championship, which was held in March 2005. A total of forty-five Massachusetts high schools competed. In addition, the team placed 9th overall in the country. English teacher Andrew Crick coached the team.

Mathematics Team: In the 2004-2005 season, ABRHS finished in third place in the Massachusetts Mathematics League and then finished in third place in New England among large schools at the New England Math League Competition in May 2005. Six students from ABRHS were finalists on the state Mathematics Olympiad examination: Andrew Kuo, Alex Kazberouk, Patrick Wu, George Hong, Feigi Jiang, and Susan Yao. There were sixteen ABRHS students for the national exam: Feigi Jiang, Andrew Kuo, Song Wang, Lee Dietterich, Nikhil Pradhan, Alex Kazberouk, Ashwin Suresh, Damian Ancukiewicz, Rashmi Jasrasaria, Jonathan Eisenberg, Patrick Wu, Susan Yao, Paul Dvornar, Andrew Dai, Lucy Li, and Michael Ryan.

Speech and Debate: The ABRHS team had 130 members throughout the 2004-2005 academic year. Students competed in twenty-three novice and varsity events, ranging from Model Congress to Poetry Reading. ABRHS was the only school that placed in every state-sanctioned tournament, placing in the top three on nine occasions and winning on three – a best-ever record for the team. The ABRHS team qualified the maximum thirty-four competitors for the Massachusetts Forensics League State Championships, where the team placed third out of thirty-five teams. ABRHS also produced an individual state champion, Katie Ames in Humorous Interpretation. Six competitors qualified to represent Massachusetts at the National Championships in Milwaukee. Mark Amoroso, a sophomore, reached the national semi-finals in Student Congress.

Athletics: During the 2004-05 school year, participation in athletics grew to a level exceeding 1,700 students in grades 7-12. In the fall season, our Girls Swim team ranked second in their sectional and at the state meets. Our Football team finished with a record of 13-0, winning the Dual County League for the 12th consecutive year. The team also won their 4th consecutive MIAA Division 1A Super Bowl championship and was named the #1 team in Eastern Massachusetts by the Boston Globe. Our Boys

Soccer and Field Hockey teams each qualified for post-season play. The Field Hockey team was divisional runner-up, and the Boys Soccer team won the Division 1 North Championship.

In the winter, many of our teams enjoyed successful seasons and qualified for tournament participation. The Boys and Girls Basketball teams qualified for tournament play, with the boys being Divisional finalist. Alpine Ski also participated in the State Championship Race, with Jake Segal winning the State's Giant Slalom crown. The Girls Indoor Track team was DCL Champions, and the 4x100 relay team won the New England championship.

As in the previous seasons, the spring was also a successful time for our teams. Our Softball, Girls Lacrosse, and Boys Tennis programs all extended their seasons in post-season play. The Tennis team finished the season as Divisional finalist. Numerous girls and boys qualified individually for the state meet in track and field.

Proscenium Circus: Proscenium Circus continues to grow in its membership and productions each year. In 2004-2005 the students displayed remarkable talent and energy in nine productions. Students participated in productions in a number of ways: sound, lighting, set construction, stage management, publicity, ticket sales and, of course, stage performance. Over 100 students participated in the performance of *Ten Things I Hate About You*, adapted for the stage by Stephanie Hoban, the PC advisor. The musical, *Anything Goes*, was another winning show by the great team of Linda Potter and Jeannie Furlan. In the spring, Proscenium Circus' spring show, designed to showcase the high-caliber acting talent of AB, produced *Moon Over Buffalo* with Shawn Canon-Bahe, a first-time director at ABRHS. We had amazing performances by a bevy of departing seniors. Finally, the year of performances ended with the student-directed class play competition, which is always fun and popular.

Performing Arts: The Performing Arts Department continued its outreach and service to the community. Performances at the Memorial Day Parade, West Acton's Oktoberfest, and numerous senior gatherings are a few. We had fourteen students selected to perform in the concert band, chorus and orchestra at the Northeast Senior District Festival, which was held in January; ten of these earned an All-State recommendation. Our Madrigal Singers performed a Madrigal Dinner for the community in which they performed a Renaissance-style dinner theater. A trip to New York City, where the chorus earned the highest ratings and sang at the Riverside Church, was an outstanding experience for our chorus members.

Peer Leadership Program: Peer Leadership had another very successful year with over twenty dedicated students. The peer leaders facilitated alcohol/drug awareness programs in Acton's elementary schools, led social development programs at R. J. Grey Junior High, and engaged in smoking awareness programs.

The School Newspaper: *The Spectrum* includes articles and photography of interest to the ABRHS community. Staff members and editors work in a variety of capacities, including writing, photography, layout, copy editing and advertisement sales. *The Spectrum* has a staff of approximately fifty students and publishes five issues. For four consecutive years, the paper has received an award for Excellence in Writing from Suffolk University.

The Literary Magazine: Each year the student Literary Magazine produces and publishes two issues of a collection of student writing and artwork. To generate submissions, a contest is held prior to each issue with separate categories for artwork, poetry, and short stories. All layout and printing—copying, collating and stapling—is done in-house by the students.

Idiosyncrasy: The high school cultural magazine, *Idiosyncrasy*, began three years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea; since then, the magazine has put out many issues focusing on such regions as the Middle East and Polynesia/Micronesia. This year we decided to make several changes to the magazine to make it more relevant and appealing. For instance, each issue of *Idiosyncrasy* is now based on a theme instead of a region.

Harvard Model Congress: Ten juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation. Those representing ABRHS were Marty Benson, Hillary Burgin, Robert Duggan, Sarah Linet, Julia Rey, Smarth Bhargava, Maureen Dane, Ariel Klein, Danielle Raad and Kathy Ward.

Girls State: Two juniors, Kara Lafferty and Kelly Delorier, attended with the support of the Maynard Emblem Club.

Career Exploration Activities: Beginning in November, approximately 160 students made one-day job-shadowing visits to a variety of work sites. This program owes its success to the participation of parents and local businesses, some of which also sponsor a Job Shadowing Kick-off Breakfast in November. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. About thirty members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study Program, a website listing employment opportunities for high school students, and workshops on résumé writing and searching for jobs and internships.

Senior Community Service Day: On April 29, the class of 2005 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the eleventh year that the senior class organized a Senior Community Service Day.

Community Service Activities: The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. The school held its fifth Community Service Awards night on January 17, 2005, at which over 450 students received recognition for their volunteer efforts. In addition, ABRHS received a Community Service Learning grant (through the Massachusetts Department of Education) that funded curriculum-based service projects and professional development for staff.

The Performing Arts

At the R. J. Grey Junior High School, fifteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March. The Band and the Chorus performed winter and spring concerts, displaying their improving musicianship, and did a great job providing support and building esprit de corps at school assemblies. The students of R. J. Grey performed a musical, "Seussical," to sold-out audiences for six consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus continued to reach out to our communities as they performed at numerous events, including West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, the Acton Council on Aging, and the Acton Memorial Day Parade. Proscenium Circus's presentation of "Anything Goes" continued the fine tradition of outstanding musicals presented in past years. We had fourteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Music Festival held in January; ten of these students earned All-State recommendations. The chorus traveled to New York City, where they earned the highest ratings and sang at the Riverside Church, providing these students with an outstanding experience.

The Visual Arts

In the ongoing process of curriculum articulation and review, the Visual Arts staff initiated a visual journaling component for the grades 7 through 12 curriculum. The goal for this initiative is for students to practice the process of developing ideas by creating multiple planning sketches.

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in the junior high, the high school, and the Administrative Building Conference Room, as well as in off-site settings. Student artwork appeared in various school newsletters.

In the highly-competitive Boston Globe Scholastic Art Awards, 13 ABRSD (11 high school and 2 junior high) students received a total of 14 state-level awards. These awards included 2 Gold Key Awards, 5 Silver Key Awards, 7 Honorable Mention Awards. The Gold and Silver Key student work was exhibited at the State Transportation Building in Boston during January and February. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging. Two high school art teachers, the Visual Arts Director, and four high school students assisted teams of judges during the day-long Scholastics judging process held at the State Transportation Building in January. The AB Visual Arts Director also serves on the Massachusetts Scholastics Advisory Board.

Two high school students were among 140 high school juniors statewide who were selected to participate in Art All-State at the Worcester Art Museum in May. Art All-State is a weekend-long program for high school art students to work with their peers and with practicing artists who serve as mentors. Each district is limited to two student applicants. Selection is based upon slides of student work, a written application and an interview with a team of art educators. The Visual Arts Director is among those art educators serving on student interview panels.

Students in the high school Art History and Junior/Senior Portfolio classes traveled by bus to visit the Metropolitan Museum of Art in New York City. The museum visit supported units of study in these courses. The field trip was organized by the three high school art teachers.

One high school art teacher, working with ABCO, directed the “Empty Bowls Project.” Students created clay bowls that were sold to raise money to ease world hunger. Money raised from this project was donated to the Acton Food Pantry and to Lesotho, Africa. A relative of an AB staff member, who serves in the Peace Corps, was the Lesotho contact.

Graduates who are majoring in art at the college level returned to AB to share their experiences with students in the Junior-Senior Portfolio class. Advice on the college application process was also shared.

Students in the high school Junior/Senior Portfolio class prepared and exhibited their work in a show entitled “Elections,” which was held at the Acton Memorial Public Library during the spring. Junior-Senior Portfolio students also designed and donated thirteen large paintings to the high school Counseling Center. An Acton resident provided the funding for this project.

Seventh- and eighth-grade students at R. J. Grey had the opportunity to participate in an after-school art club that met once a week. Eighth-grade students made two field trips to the Museum of Fine Arts in Boston to support units of study in the art and social studies curricula. A Virtual Art Show, highlighting artwork from both seventh- and eighth-grade students, was posted on the RJG website in May. An opening reception was held for students, parents and teachers in an RJG Art Room.

The grade 8/Art 2 art teacher at RJG organized and led the school-wide “Unification Project,” where students and staff were encouraged to create an identity square that voiced their personality and personal interests. The squares were assembled into “quilts” by the teams and hung in the RJG Rotunda area as symbols of the school’s unity.

During March, Acton-Boxborough student artwork was included in the annual Youth Art Month Show at the Worcester Art Museum. Over fifty student works were included. There was an opening reception for students, their families and art teachers.

Several book groups were offered for art teachers. The topics of the books focused on art education practices.

All art teachers organized and exhibited their work in an art faculty show at the Continental Café Gallery in Acton during the month of March. This show was titled “After Hours.” During the summer the work of

two art teachers was exhibited in the juried show, “Stories Out of School,” at the Gibbs Gallery, Arlington (MA) Arts Center.

Technology

During the 2004-2005 school year Priscilla Kotyk, Director of Technology Integration and Instruction, and Steve Hall, Director of Information Technology, collaborated to create an integrated technology department to address both curriculum integration support and technical equipment/infrastructure support.

High School: The High School Building Project was completed on time and on budget. The new technology provides enhanced teaching and learning environments. The new technology introduced in the building project includes:

- fully switched network with gigabit backbone;
- wireless connectivity for teacher and student laptops;
- cross-platform file access;
- improved server infrastructure;
- network and server management systems;
- multimedia classrooms (ceiling-mounted video projector, sound system, DVD/VCR combo unit, and connectivity to laptop/desktop computers);
- laptop computers for teachers;
- wireless laptop mobile labs for students;
- new computer labs for Cisco Academy/CAD, graphic arts, world language, music/communications, and the library.

High school teachers attended technology training during the summer and throughout the school year in order to learn how to fully utilize the new technology available to them.

Many exciting projects were underway in the area of technology integration and instruction. Teachers at the high school continued to embrace technology as an instructional tool, employing innovative ideas. Students used technology to create art, produce videos, and write music. In the sciences, students worked on physics and biology investigations with online tools from the Concord Consortium. English and social studies departments utilized stationary and mobile labs in addition to the library’s technology for research. Students investigated the Renaissance and Pi using teacher-created WebQuests. A grant funded “Solidworks,” a computer-aided design program that students used in the CAD program and in a geometry class.

Junior High School: At the Junior High School, the technology committee surveyed teachers about classroom technology and access to computer labs. Based on the survey results, a laptop mobile lab for students was purchased and is being used to augment the existing computer labs. In addition, video projection systems were purchased for select classrooms to enhance the learning process.

In the area of technology integration and instruction, junior high students employed web tools to investigate the stock market in math. In addition, science used web-based tools with the TELS grant from Concord Consortium. The Family Crest interdisciplinary project required students to use technology to research culture and create a family crest to reflect what they have learned. Students learned about Internet safety with the iSafe curriculum.

Summer School

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough and the surrounding communities. All classes are held at the Acton-Boxborough Regional High School. The program is entirely self-supporting and offers a broad range of courses. While some students take courses for remedial purposes, most of the classes are taken for

enrichment purposes. In 2005, 399 students attended the Summer School, with 85 students, or 21% of the total enrollment, from other school districts. The program is run by director Bruce Oetinger, who oversees a staff of nineteen certified teachers and eight aides.

K-6 courses: Reading, Mathematics, Language Arts (Writing Skills)

7-12 courses: Pre-Algebra, Elementary Algebra Part I SP, Algebra I CP, Algebra I AE, Geometry CP, SAT I and II Math Review, Junior High English, English 9/10, English 11/12, Writing Skills, Creative Writing, SAT I and II English Review, Biology, Earth Science, Chemistry, Spanish I, Spanish II, U. S. History, World History, and Physical Education.

Community Education

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs and directs the following programs and activities.

Day and Evening Classes: More than 1,200 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 13,000 persons enroll in classes each year.

Extended Day Program: Serving 225 Acton families and 80 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K–6.

Preschool Program: Located at the Acton-Boxborough Regional High School, the Community Education Child Development Preschool is the laboratory for the Child Development course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven credits toward graduation. Preschool has a total enrollment of 49 (21 three-year-olds on Tuesday and Thursday; 21 four-year-olds on Monday, Wednesday and Friday).

Summer Day Program: Located at the Administration Building, this program offers three two-week sessions of summer activities to more than 300 children in grades 1–6. Also provided is a Preschool summer program for four- and five-year-olds, vacation programs (offering enrichment activities and day care during school vacations), Acton Escapades, a curriculum-based activity program, and many short sport clinics.

Youth Basketball League: Offering 12 weeks of coaching, practice and league play to more than 1,000 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

Driver Education: Community Education runs a Registry-approved driving school, offering classroom and on-road training to 300 students annually.

Pool & Fieldhouse Programs: Located at ABRHS, the Pool & Fieldhouse Program consists of family open-swim and open-gym times for basketball on the weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays, a youth swim team, master's swim, morning and evening lap swim, and water exercise classes.

Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center located at the Acton-Boxborough Regional High School.

Scheduling of School Fields: Little League, Pop Warner and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the schools' Facility Department for field maintenance.

Scheduling Use of School Buildings: All evening, weekend, holiday and vacation use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Director of Technology, Physical Education Department, Art Department, Facilities, and the Central Office.

For more information about Community Education and the programs that it offers, call (978) 266-2525.

Facilities and Transportation

We are coming off a very busy year in the Facilities and Transportation Department. We had a very short summer to accomplish our annual summer cleaning, preventive maintenance, and work orders that come up through the course of the year. Our fleet of school buses is maintained on a daily basis, meeting all safety standards and inspected by the Registry of Motor Vehicles on an annual basis.

In terms of major summer projects, certainly the big news in facilities this summer was the installation of our new synthetic athletic surface at Leary Field. Through diligent private fund raising, a Community Preservation Grant, Community Education, and funds left from the High School Building Project, we were able to install the top-of-the-line synthetic playing surface on the market, Field Turf Pro Series. This surface is being installed at NFL and NCAA stadiums throughout the country. We will now have a recreational resource at Leary Field for the schools and the community that will hold up through use seven days a week, twelve hours a day.

In addition to the standard cleaning, basic repairs, and preventive maintenance, other projects either underway or completed are:

At RJ Grey Junior High

- Sewer repairs
- ADA compliance projects

At ABRHS

- Carpet Auditorium
- Acoustical tiles in main lobby

At Administration Building

- HVAC repairs
- ADA compliant path at the “Outdoor Classroom”
- Preparation for the coming of Danny’s Place

Campus

- Leary Field Synthetic Playing Surface Project
- Painting of parking spaces, crosswalks, and speed bumps

In Conclusion

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and vision. It is fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the community and to our schools. It is our intention to

continue to provide the best possible education to the community and to seek continued financial and moral support for this very important endeavor.

The town of Boxborough has a great investment in the schools since the schools serve the community's youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the town and the schools that we want to maintain for the future.

William Ryan
Superintendent of Schools
On Behalf of the School Committee
January 2006

MINUTEMAN REGIONAL HIGH SCHOOL

Minuteman Regional School Committee 2005

Charles Olmstead of Acton	Rosalie Barton-May of Lancaster
Laura Morrisette of Arlington	Marjorie Daggett of Lexington
Linda Frizzell of Belmont	Kemon Taschioglou of Lincoln
Kileen Burgoyne of Bolton	Jeffrey Stulin of Needham (<i>Chairman</i>)
Donna Corey of Boxborough	Alice Deluca of Stow (<i>Secretary</i>)
Nancy Weiss of Carlisle	Atty. Paul Lynch of Sudbury (<i>Vice-Chair</i>)
John Lang of Concord	Mary Ellen Castagno of Wayland
Frank Gobbi, Jr. of Dover	David Harmon Of Weston
Student Representative – James Sullivan of Arlington	

After several years of dedicated service, three members left the Regional School Committee in 2005. The entire Minuteman Regional School District thanks Dr. Erin Phelps of Arlington, Dr. Michael Rudd of Concord and Mary Shaw of Weston for their years of service and leadership.

Class of 2005 Graduate Achievement Highlights

- 91% of the Class of 2005 graduated into college, employment in their field of study or the US military.
- Commercial & Human Services graduates achieved 94% placement rate with 25 of 48 (52%) enrolled in college and 20 of 48 (42%) employed in their field of study.
- Science Technology graduates achieved 92% placement with 53 of 64 (83%) enrolled in college, 2 of 64 (3%) employed in their field of study and 3 of 64 (6%) enlisted in the US military with 100% of electromechanical engineering, environmental science and graphic communications students attending college.
- Construction-Trades graduates achieved 89% placement rate with 16 of 72 (22%) enrolled in college, 47 of 72 (65%) entering the workplace in their field of study and 1 of 72 (2%) enlisting in the US military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Childhood Education graduates were certified by the Office for Child Care Services.
- 96% of Cosmetology graduates passed the state board examination.
- Medical Occupations graduates achieved 100% placement in college.
- Laura Cyr, a Carpentry graduate from Arlington, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators and state Commissioner of Education, Dr. David Driscoll.

- Erin Meister, an Environmental Science student from Arlington, graduated Valedictorian in the Class of 2005 and earned the prestigious University Scholar status for enrollment at the University of Massachusetts at Dartmouth.
- Student speakers at the Class of 2005 graduation ceremony were Valedictorian Erin Meister of Arlington, Salutatorian Kevin Maloney of Stow and Class President Deanna Reynolds of Cambridge.

The Class of 2005

Boxborough

Richard Parsons

Welding *President's Award of Academic Excellence*

Richard Tower

HVAC *President's Award of Academic Excellence*

Laura Ann Cyr - Outstanding Student of the Year 2005

Laura Ann Cyr, a Carpentry graduate from Arlington, is the daughter of Susan Cyr. Ranked sixth in her graduating Class of 2005, Laura has excelled in academics, her technical program of study and sports, and has been active in extracurricular activities. This past school year, Laura held the distinction of being one of first ever carpentry student-apprentices for *This Old House*, the nationally renown PBS television program, working on the restoration of an old farm house in Carlisle, Massachusetts. During her time at Minuteman she was a member of the National Honor Society, the Minuteman Cheerleading Squad, the girls softball team and an active member of SkillsUSA and a top placer at events competing at in-house, districts and state level competitions. She also holds the honor of being the first girl ever to participate at the state level SkillsUSA competitions in Carpentry finishing tenth in the state in 2004!

Laura has brought honor to her family, community and school throughout her high school years through student activism and leadership both on and off campus, including being the student representative to the Minuteman Carpentry Advisory Committee, her membership in the Arlington Girl Scouts and volunteering with the Salvation Army and Red Cross Blood Drives.

Complementing her carpentry and construction management studies at Minuteman, Laura has combined her interest in design and computers with an appreciation for math and science as they relate to her field of study. She enjoys both geometry and physics and says that she came to better appreciate these subjects as they were taught both in the academic classroom and her shop through the perspective of carpentry. One of her first obstacles to overcome in studying carpentry was convincing people that she could be a competitive and skilled carpenter regardless of her gender. Her grandparents were both carpenters owning a small, but successful business and Laura began working with them at a young age. She soon demonstrated to her teachers, her fellow students and the *This Old House* crew of Tom Silva, Norm Abram and Kevin O'Connor that she could more than hold her own as a carpenter. In fact, she has been offered a job working for Silva Brothers Contractors after graduating Minuteman.

Laura has also been an outstanding and always willing student ambassador assisting at various school functions including freshman orientation programs, school Open Houses and 8th grade tour programs. Laura has been accepted to a few colleges including the University of Massachusetts and Wentworth Institute of Technology, and plans to enroll majoring in business and/or construction management with later plans to start a general contracting business.

Laura Ann Cyr, Minuteman's Student of the Year, envisions a carpentry and business career in a field that she has enjoyed since working with her grandparents, studying academics and her trade at Minuteman, and hoping to make her mark one day by designing and building some of the most efficient, warm and family-friendly new homes of tomorrow.

2005 Students of the Month

January	Christopher Wise , Needham, <i>Environmental Science</i>
February	Joseph MacDonald , Cambridge, <i>Marketing & Management</i>
March	John Steele , Arlington, <i>Plumbing</i>
April	Benjamin Bonn , Stow, <i>Health Services</i>
May	Ben Goldsmuntz , Arlington, <i>Environmental Science</i>
June	Ben Johnson , Lincoln, <i>Culinary Arts</i>
September	Brenda Lormil , Cambridge, <i>Marketing & Management</i>
October	Pierre Etienne , Lexington, <i>Biotechnology Academy</i>
November	Daniel Ceddia , Sudbury, <i>Plumbing</i>
December	TBD

Academic Division Highlights

- Minuteman Regional High School sophomores tied for third place in Massachusetts among regional technical schools on MCAS test performance.
- Forty-five students took advantage of college level pre-calculus and calculus courses under an articulation agreement with Middlesex Community College.
- Minuteman students on the Math Team competed strongly at all levels against academically diverse groups of area schools finishing the year ranked in first place in the state vocational conference for the third year in a row.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.
- The Minuteman Players, the school's drama students, produced and performed a full production of Neil Simon's "The Odd Couple."
- The Special Education Department teamed with mainstream teachers to help students achieve one of the highest levels of special education MCAS "pass" scores in the state.
- Faculty members from English, Guidance, Social Studies and several vocational fields designed another series of Character Education curriculum for use throughout the school.

Science & Technology Division Highlights

- The Biotechnology Academy formed a new partnership with Harvard University Molecular Biology Laboratory and Children's Hospital and introduced three new components into its curriculum, namely bioethics, cell graphing and forensic science.
- The first state-approved high school pre-engineering program entered its sixth year and graduated its second class of students, again with 100% attending college.
- Electromechanical Robotics students Alex Hatherly of Lexington and Patrick Maloney of Stow took National Third Place in Skills USA National Competition on Team Robotics and Automation held in Kansas City, MO in June 2004.
- Many new business/industry projects were achieved, including - - Verizon supporting with after-school technology training for middle school students, Cognex Corporation of Natick providing weekly on-line interactive training on Visions Systems, GTE helping with new physics units for biotechnology, the Northeast Center for Telecommunications providing grant assistance, a \$80,000 gift from Adept Robots for the Electromechanical Engineering/Robotics program, etc.
- The Environmental Technology students were active in numerous off-campus service projects for such agencies as the MWRA, Cambridge Water Department, Bolton Conservation Commission, Sudbury Valley Trustees, Massachusetts Division of Fisheries & Wildlife, U.S. Department of Fish and Wildlife and the Northeastern University Marine Biology Research Laboratory, and the United States National Park Service, Minuteman National Historic Park.
- Minuteman staff members are active and taking a leadership role in working with the Department of Education in developing the vocational Certification of Occupational Proficiency (C.O.P.).

- They include Maryann Ham serving as state chair for Office Technology, George Taliadouros as state chair for Engineering and Richard Caruso as state vice-chair for Telecommunications.

Construction – Power Mechanics – Building Trades Division Highlights

- The Automotive Technology Department won the industry's Most Outstanding Automotive Program in Massachusetts award for the sixth year in a row.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the three-bedroom colonial home for the Lexington Housing Authority in partnership with the Lexington Rotary Club.
- Carpentry and Drafting students designed and constructed classroom improvements for the Brooks Elementary and Middle School in Lincoln.
- The Drafting & Design Technology students completed plans for a large garage to be built by Minuteman's construction students in Lexington.
- Underclassmen created four scaled New England style homes for display at the New England Home Show in Boston. Minuteman is the only participating vocational high school in MA.
- The Automotive Technology program earned the top honors 5-year recertification through the National Automotive Technical Education Foundation (NATEF).
- The Automotive Collision Repair program also earned the NATEF certification.
- The Landscape Management Department won several awards again, including their seventh consecutive First Place at the Annual New England Flower Show in Boston.

Commercial & Human Services Division Highlights

- The Child Development Center and the Early Childhood Education department was recertified by the National Association for the Education of Young Children. Many commercial centers do not receive this certification for excellence and good practice in curriculum implementation.
- The Culinary Arts Department became a certification site by the American Culinary Federation, awarded in June 2005.
- For the third year in a row, Culinary Arts students won first-place in the annual culinary competition at Newbury College and in so doing earned \$7,000 in scholarships for enrollment at Newbury College.
- As a community service project a team of junior Graphic Communications students worked with the Lahey Clinic in designing and printing a 2005 calendar incorporating artwork drawn by elementary age students who are patients in the "young hearts" clinic.
- Kara Burgoyne of Bolton, a sophomore Culinary Arts Baking student won National First Place in the Skills USA skills competition held in Kansas City, MO in June 2005. In 2003, she earned National Second Place in the same national competition.

National Honor Society

The Minuteman Chapter of the National Honor Society proudly served the school and the community with thousands of volunteer hours maintaining a solid and diverse membership while inducting thirteen new members.

Overall School Highlights

- A new Freshmen Exploratory program was designed and implemented as a means to ensure that members of the Class of 2009 have a full opportunity to experience each of Minuteman's twenty-two technical programs before choosing a major. This new exploratory program runs half of grade 9 and allows students to develop a better understanding of their talents and interests while exposing them to diverse careers.
- New and/or updated college articulation and advance credit agreements with numerous top colleges in 26 different career areas.
- Community Education services, including After School programs for middle school students,

Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.

- The Facilities Management Department completed major campus renovation and facility improvement projects including conversion to gas heating, upgrading athletic fields, and renovation of the school's administrative offices.
- Numerous staff development efforts focused on obtaining national rather than just state certification in graphics & digital media, culinary arts, and collision repair (ASE).

Minuteman Students Take Gold and Bronze Medals at National SkillsUSA Competition

Fourteen students from Minuteman Regional High School represented their school and Massachusetts at a national competition, the SkillsUSA Championships in Kansas City, MO in late June. Ten came home with first, second or third place medals and three more returned with top ten placements.

Krista Burgoyne of Bolton, known now as “The #1 Student Baker in the Country,” took National First Place and a gold medal in Commercial Baking, edging out other state winners in an all-day competition, during which visitors could watch contestants preparing, baking and displaying more than a half-dozen types of pastry and assorted confections. Krista accepted her award on stage in the Kemper Arena in Kansas City, among a crowd estimated at 11,000, including competitors from all 50 states and several U.S. territories, advisors, parents, and hundreds of business partners.

In addition to the medal and the cheers of the crowd, Krista was awarded a full tuition scholarship at the Culinary Institute of America for her first-place win. However, as Krista was a sophomore upon earning the scholarship she gets to return to National Competition in 2006.

The team of **Justin Graceffa of Lexington** and **Patrick Maloney of Stow** took their skills in Robotic and Automation Technology to the national level, and emerged as bronze medal winners, placing third in the country. Alex and Patrick's competition area, where they worked all day on Thursday to produce a medal-winning project, was directly below the sign announcing the competition, and drew many onlookers, but the experienced team seldom looked up, concentrating on their work. Members of the Class of 2004, both are headed to college in the fall.

Keynote speaker at the Friday night awards program in Kansas City's vast Kemper Arena, was Newell Rubbermaid CEO Joe Galli, who called the SkillsUSA Championships “one of the most impressive events on the planet.” More than 240,000 students compete in 10,000 competitions “to earn the right to make this pilgrimage,” he said. He told contestants that each one of them is “in the top two percent in the country just by making it here.” He reiterated his company's support of SkillsUSA through a video, a listing of contests the company finances, and by presenting a giant check for \$100,000 to national SkillsUSA director Tim Lawrence.

Two in National Top Ten

Following the awards ceremony, where the top three finishers were called on stage in an Olympic-style ceremony, a program was held for Massachusetts competitors, to recognize students who had placed in the top ten. **Josh Cyker of Harvard**, who won the state contest in Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) to compete at nationals, placed fifth in the country and was given a certificate by the Massachusetts leadership team. **Adam Weiss of Carlisle**, a state winner in Related Technical Math and a member of Minuteman's Class of 2005, placed sixth at the nationals and also was given a certificate recognizing his efforts. Other national competitors from Minuteman, all state winners, included **James Sproul of Stow**, Office Computer Applications; **Michael Forhan of Stow**, Collision Repair Technology; and **Eleanor Murtagh of Stow**, Prepared Speech.

Through leadership events and competitions on the district, state and national level, the organization helps students excel in their education and future technical, skilled and service careers, including health occupations. SkillsUSA serves nearly 265,000 high school and college/postsecondary students and their chapter advisors who are professional members.

Students Create Mobile Kitchen for Boston Crusaders

As the Boston Crusaders Drum and Bugle Corps left in June for their 40-state summer tour, they departed with a new food trailer, thanks to a collaboration with Minuteman Regional High School. Students enrolled in electrical, plumbing, HVAC, welding and carpentry career majors transformed an empty trailer into a state-of-the-art mobile kitchen.

In addition to practicing the skills they have learned at Minuteman, students got an education in other areas, since the kitchen is traveling interstate. “We must follow Department of Transportation regulations,” said Ernie Houle, welding instructor and co-project manager with Leo DeSimone, who is also Minuteman’s division coordinator for the Building Trades and Power Mechanics Division. “Normally when we build something, we must get permits,” Mr. Houle added. “In having to follow federal guidelines, this has been a learning experience for the Boston Crusaders as well.”

Students applied problem-solving techniques and called upon their background in science and math to make sure the kitchen plan turned into a workable reality. Boston Crusaders sat in on Sam Cetrano’s Applied Physics class, for example, to see five student presentations that sought to answer the question, “What would be the best insulation system?” The trailer provides “cool projects for all departments,” said Mr. Houle, bringing together students from different career majors and also integrating technical skills with academic applications. “All four grade levels have had some connection,” Mr. Houle said of his welding students. They fabricated a beverage rack system and a compartment to hold propane tanks and also created two sets of portable aluminum stairs.

Future electricians worked on all the wiring, which included installing outlets and lighting, wiring kitchen equipment and putting in the main electrical panel. Plumbing students installed water and gas lines for the cooking center. Carpentry students constructed all the metal and wood framing for the trailer and built kitchen cabinets. HVAC students installed the ventilation system and the walk-in cooler.

Boston Crusaders said they expected the trailer kitchen to serve 56,000 meals to more than 200 touring members and volunteers. The trailer is an 18-wheeler donated by a moving company, and which carries Crusaders equipment as well as the portable kitchen. It replaces an out-of-date kitchen. “Many, many thanks for all the fantastic work by the students and teachers at Minuteman,” a spokesperson wrote on the **www.crusanders.com** web site. Minuteman’s school logo will be placed in two locations on the trailer as a “token of how much the Corps appreciates their hard work.”

Art and Literary Magazine Celebrates 20th Anniversary

The ink is dry on the twentieth anniversary edition of Minuteman Regional High School’s Art & Literary Magazine, and as usual, the publication contains many outstanding examples of student-generated poetry and art. This year’s magazine showcases 21 poets and 16 artists.

The winners of school-wide poetry and art contests provide the content for the magazine. This year, approximately 150 poems from about 80 poets were submitted. In the art contest, 40 artists submitted 70 pieces of artwork. Originality is the primary criteria used in selecting work for inclusion in the magazine, and selection committee members also try to ensure a mixture of styles.

“We really have quite an artistic community at the school,” Mr. Donovan said. “We used to just get block printing, but now, it’s quite a variety. We added photography to the art contest three or four years ago.

This year, there are quite a few pieces of artwork done in anime style. "Anime has become very popular in the school," he said. "They had a Anime Club this year for the first time.

A third contest, open to juniors in the Graphics department, determines who designs the magazine's cover. Gabrielle Powell of Belmont won this year's cover design contest. "Gabrielle also did all of the magazine's layout," Mr. Donovan said.

Former Minuteman English teacher Denise R. Donovan served as the Copyright Editor, and the Graphics Coordinator was Graphics Department senior teacher Daniel Vardaro. The school's Office Technology department did the word processing. "The magazine is truly an integrated student effort," Mr. Donovan said. "By the time it's done, many students from all majors and departments have played a part in its creation."

The student artists featured in this year's magazine are Melany Schacht and Sean Chickosky of Acton; Patrick Cooney, Miles Sarill, Julia Moden, Tammie Puopolo, Jillian Patti, and Stephanie Carson all of Arlington; Elizabeth Mullane and Stas Michalski of Cambridge; Adam Weiss of Carlisle; Nathaniel Bearg and Jeffrey Palma of Concord; Libby Haberkorn, Peter Mangolds and Luke Radl all of Stow, and Peta Stone of Sudbury.

The student poets featured in this year's magazine are Andrew Anderson, Max Cane and Samantha Sexer all of Acton; Rob Largenton of Arlington; Andrea Bergstrom and Courtney DeCosta both of Belmont; Berlhey Narcisse of Cambridge; Steve Willard of Lexington; Sarah Lynch of Medford; Ben Jordan and Eliza Leahy both of Needham; Jaad Chehab and Michael Lavy both of Waltham; Josh Eaton, Carole Ferolito and Laura Martino all of Watertown, George McKenna of Winchester; Kim March, Ellie Murtagh, Sarah Nichols and Niles Radl all of Stow.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL					
SCHOOL DISTRICT					
OPERATING FUND					
	FY 04	FY05	FY05 ACTUAL/	TRANSFER/	
REVENUES	ACTUAL	BUDGET	ENCUMBERED	RECEIPTS	AVAILABLE
DISTRICT ASSESSMENTS	\$ 7,956,233	\$ 7,990,324	\$ 7,990,324	\$ -	\$ -
CHAPTER 70 AID	\$ 2,064,385	\$ 2,047,550	\$ 2,045,500	\$ -	\$ (2,050)
CURRENT TUITION	\$ 445,369	\$ 507,340	\$ 670,807	\$ -	\$ 163,467
TRANSPORTATION REIMB	\$ 471,879	\$ 445,532	\$ 653,811	\$ -	\$ 208,279
CHOICE	\$ 110,000	\$ 156,633	\$ 156,633	\$ -	\$ -
OTHER PROGRAM INCOME	\$ 242,021	\$ 191,553	\$ 222,201	\$ -	\$ 30,648
CERTIFIED E&D/APPLIED S	\$ 93,873	\$ 322,349	\$ 322,349	\$ -	\$ -
LAND SALE	\$ -	\$ 400,344	\$ -	\$ -	\$ (400,344)
PREV YEAR'S TUITION	\$ 3,757,593	\$ 3,282,714	\$ 3,282,714	\$ -	\$ -
TOTAL	\$ 15,141,353	\$ 15,344,339	\$ 15,344,339	\$ -	\$ -

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT OPERATING FUND, CONTINUED:

EXPENSES	FY 04 ACTUAL	FY05 BUDGET	FY06 ACTUAL / ENCUMBERED	TRANSFER/ RECEIPTS	AVAILABLE
BUILDING TRADES	\$ 72,571	\$ 76,820	\$ 72,124	\$ (431)	\$ 4,265
COMMERCIAL SERVICES	\$ 15,833	\$ 15,465	\$ 24,710	\$ 9,073	\$ (172)
ELECTRONICS	\$ 32,230	\$ 31,894	\$ 28,062	\$ (100)	\$ 3,732
GRAPHICS	\$ 56,977	\$ 70,061	\$ 56,688	\$ 7,300	\$ 20,673
HEALTH INSTRUCTION	\$ 19,260	\$ 20,040	\$ 16,708	\$ (485)	\$ 2,847
METAL FABRICATION	\$ 32,336	\$ 32,146	\$ 28,594	\$ -	\$ 3,552
POWER MECHANICS	\$ 14,493	\$ 15,636	\$ 13,787	\$ -	\$ 1,849
TECHNOLOGY	\$ 78,214	\$ 76,199	\$ 75,086	\$ (155)	\$ 958
AFTSCH PROGRAM	\$ 13,876	\$ 14,500	\$ 16,243	\$ 1,829	\$ 86
REGULAR OCCUPATIONAL	\$ 4,063	\$ 3,985	\$ 3,780	\$ (150)	\$ 55
SPECIAL TRADES	\$ 26,832	\$ 20,290	\$ 19,005	\$ 37	\$ 1,322
SAFETY	\$ 10,655	\$ 10,250	\$ 9,493	\$ 700	\$ 1,457
COMMUNICATIONS	\$ 34,599	\$ 35,718	\$ 31,572	\$ (1,010)	\$ 3,136
HUMAN RELATIONS	\$ 19,256	\$ 18,628	\$ 15,364	\$ (275)	\$ 2,989
MATH	\$ 40,090	\$ 38,128	\$ 36,620	\$ (725)	\$ 783
SCIENCE	\$ 52,636	\$ 52,492	\$ 50,564	\$ (350)	\$ 1,578
PHYSICAL EDUCATION	\$ 5,660	\$ 5,610	\$ 4,653	\$ (150)	\$ 807
ATHLETICS	\$ 91,024	\$ 95,497	\$ 101,375	\$ 150	\$ (5,728)
BUSINESS INSTRUCTION	\$ 3,279	\$ 3,200	\$ 2,735	\$ -	\$ 465
FOREIGN LANGUAGE	\$ 17,053	\$ 16,040	\$ 16,052	\$ 142	\$ 130
ART	\$ 6,423	\$ 6,864	\$ 4,673	\$ -	\$ 2,191
MUSIC	\$ -	\$ 285	\$ 95	\$ -	\$ 190
ALTERNATIVE EDUCATION	\$ 7,761	\$ 7,000	\$ 1,413	\$ -	\$ 5,587
INSTRUCTIONAL RESOURC	\$ 80,780	\$ 78,523	\$ 85,484	\$ 2,315	\$ (4,646)
PUPIL SUPPORT	\$ 54,347	\$ 54,910	\$ 81,334	\$ 873	\$ (25,551)
PRINCIPAL	\$ 90,005	\$ 90,250	\$ 114,088	\$ (8,722)	\$ (32,560)
VOCATIONAL COORDINATC	\$ 4,875	\$ 5,800	\$ 3,070	\$ 20	\$ 2,750
COMPUTER SERVICES	\$ 20,466	\$ 25,400	\$ 24,700	\$ 9,613	\$ 10,313
DEAN	\$ 3,075	\$ 2,920	\$ 1,855	\$ -	\$ 1,065
DISTICT PROGRAMS	\$ 242,132	\$ 256,660	\$ 237,194	\$ 4,310	\$ 23,776
LEGAL FEES	\$ 66,950	\$ 30,760	\$ 65,767	\$ -	\$ (35,007)
AUDIT FEES	\$ 87,780	\$ 52,500	\$ 57,800	\$ -	\$ (5,300)
SUPERINTENDENT	\$ 2,692	\$ 4,700	\$ 4,012	\$ -	\$ 688
PLAN/ACADEMICS	\$ 32,225	\$ 33,500	\$ 6,157	\$ (1,823)	\$ 25,520
BUSINESS OFFICE	\$ 11,276	\$ 20,900	\$ 10,213	\$ -	\$ 10,687
RISK INSURANCE	\$ 205,535	\$ 198,000	\$ 176,593	\$ -	\$ 21,407
RETIRE/EMPLOYEE BNFT	\$ 1,548,583	\$ 1,748,392	\$ 1,637,091	\$ 92,357	\$ 203,658
TRANSPORTATION	\$ 989,799	\$ 1,119,158	\$ 1,106,751	\$ 1,137	\$ 13,544
CAFETERIA	\$ 6,874	\$ 6,750	\$ 7,290	\$ -	\$ (540)
OPER & MAINTENANCE	\$ 927,044	\$ 873,900	\$ 1,078,746	\$ 75,540	\$ (129,306)
EQUIPMENT PURCHASES	\$ 54,458	\$ 24,000	\$ 24,000	\$ -	\$ -
DEBT MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
SALARIES	\$ 10,057,336	\$ 10,050,568	\$ 10,036,340	\$ 35,551	\$ 49,779
TOTAL	\$ 15,141,353	\$ 15,344,339	\$ 15,387,881	\$ 226,571	\$ 183,029
EXCESS REVENUE	\$ -	\$ -	\$ (43,542)	\$ 226,571	\$ 183,029

**WARRANT AND PROCEEDINGS
of the SPECIAL TOWN MEETING
held on January 24, 2005**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, January 24, 2005 at 7:30 p.m. to act on Articles 1 through 4 of this Special Town Meeting Warrant.

LIST OF ARTICLES

- A. AMEND FY 2005 OPERATING BUDGET
- B. CODMAN HILL ROAD CONDO
- C. DISPATCH SERVICES
- D. CAPITAL EXPENDITURE – REPLACE CRUISER MODEMS

This Special Town Meeting was called to order at 7:30 p.m. by Moderator, Reginald C. Brown. There were 142 voters in attendance.

ARTICLE 1 AMEND FY 2005 OPERATING BUDGET

(Majority vote required)

To see if the town will vote to raise and appropriate or otherwise provide the sum of One Hundred Thirteen Thousand Forty-Eight Dollars (\$113,048), more or less, to provide for the operations and expenses of the town for the fiscal year beginning July 1, 2004 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 10, 2004 by adjusting the line items as indicated below; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM 5/10/04	Reserve Fund Transfer Used	Proposed Increase/ <Decrease> Appropriation	Total FY 05 Allocation
151	Legal	\$64,000	\$70,087	\$32,000	\$166,087
175	Planning Board Salaries	\$55,675	\$0	\$<8,952>	\$46,723
175	Planning Board Other Expenses	\$3,897	\$7,200	\$1,752	\$12,849
192	Town Hall Salaries	\$166,815	\$0	\$<17,790.50>	\$149,025
192	Town Hall Other Expenses	\$81,475	\$0	\$17,790.50	\$99,266
915	Med, Life, LTD	\$911,675	\$0	\$33,248	\$944,923
132	Reserve Fund	\$146,000		\$55,000	\$201,000
	Totals:		\$77,287	\$113,048	

The Board of Selectmen unanimously recommends (5 – 0).

Due to unforeseen changes in personnel as well as some unbudgeted expenses, the general operating budget must be adjusted. The selectmen are recommending that town meeting votes to move funds between two salary and two expense line items, and also to augment Legal Services, Medical Insurance etc. and the Reserve Fund. Explanations for each adjustment follow in the Finance Committee recommendation.

The Finance Committee recommends.

The Finance Committee recommends this article. There are a number of different items covered in this article.

Line item 151 - Legal Expenses

The Finance Committee policy is to include all legal expenses for the town, including the school system, in one line item. There were extraordinary expenses for the Blanchard School that depleted the Legal Services budget and thus required an infusion from the Reserve Fund.

Line item 175 - Planning Board

Boxborough's budgeting policy is to keep the salary line and the other expenses line items separate. While this can cause complexities when changes occur, it is still felt by the Finance Committee that keeping these two items separate is best for Boxborough. The only way to facilitate the transfer of funds from the salary line to the other expenses line is by a vote of town meeting. Line item 175 relates to the departure of the Town Planner. Back filling her position while a search occurred for her replacement required paying for a consultant out of the "other expenses" line item. This entailed using funds from the reserve fund to cover the expense for the consultant.

Line item 192 - Town Hall

Line item 192 is similar; an unexpected change in staffing occurred requiring the town to move to a contracted service. The funds were available in the salary line item, but the contracted service must be funded from the "other expenses" line item.

Line item 915 - Med, Life, LTD

This line brings the volatile appropriation in line with current estimates.

Line 132 - Reserve Fund

This item resets the Reserve Fund back to a level that the Finance Committee believes will be sufficient for the rest of the fiscal year. The Finance Committee reviewed the history for the last few years at a similar time in the fiscal year. \$110,000 should be sufficient to allow the town to meet unexpected fiscal requirements. In addition to \$77,287 used for legal and planning, the reserve fund was used for an ADA access issue in the town hall parking lot.

ACTION ON ARTICLE 1, January 24, 2005. It was explained that the large increase in Legal Expenses was because of SPED expenses. On Mr. Kushner's motion, the town did vote to transfer the sum of Twenty-eight Thousand Four Hundred Twenty-Eight Dollars (\$28,428) from available funds provided by the State as one-time non-recurring municipal aid and up to Eighty-Four Thousand Six Hundred Twenty Dollars (\$84,620) from overlay surplus, to provide for the operations and expenses of the Town for the fiscal year beginning July 1, 2004 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 10, 2004 by adjusting the line items as indicated in the warrant under Article 1.

ARTICLE 2 CODMAN HILL ROAD CONDO

(Two-thirds vote required)

To see if the town will vote to transfer the care, custody, control and management of a parcel of land identified as lot 135.36F block 1 on Assessor's Map 1, being unit 36F of the Codman Hill Condominium located at 294 Codman Hill Road, from the Town Treasurer to the Boxborough Housing Board to be held for the purpose of disposition and to further authorize the Boxborough Housing Board to dispose of said parcel on such terms and conditions as it deems appropriate; or take any other action relative thereto.

Summary

This condominium unit was taken by the town for non-payment of taxes and in July 2004, the land court issued a foreclosure decree on the property, which means that the property is now owned by the town. However, Town Counsel has advised that the unit will not be considered marketable until the expiration of a one year appeal period, which will be in July 2005. By statute, the Town Treasurer is the custodian of all tax title property. Approval by the town to transfer the custody of the unit to the Housing Board will enable the Board in the short term to use its available funds to make necessary repairs to the unit in preparation for sale to an affordable buyer. The Housing Board plans to use its Condominium Exchange Program to sell the unit with an affordable housing deed restriction in July 2005, after the appeal period has passed. The restriction will ensure that the unit is protected as part of the town's affordable housing stock. By law, all proceeds from the sale will go into the town's general fund.

The Board of Selectmen unanimously recommends (5 – 0).

The Board of Selectmen strongly supports the Housing Board and its efforts to provide affordable housing in Boxborough. By allowing the Housing Board to act as agent for the town in the sale of the tax title property, the town will get another deed-restricted affordable condominium unit, while realizing an estimated \$80K of free cash from the proceeds. The Housing Board has processes in place to handle the sale of the unit, whereas the Selectmen would be faced with an additional administrative burden and processing costs that will be avoided. The Housing Board's plan is a win-win.

The Finance Committee recommends.

As currently written, the proceeds from the sale of the condominium in question by the Housing Board will revert to the town's general fund, by virtue of Massachusetts municipal finance statutes. These proceeds will then be available to offset operational expenses in FY '07. Two significant benefits accrue if the Housing Board disposes of the property, as compared to the Town Treasurer: 1) the Housing Board may rent the condominium prior to the sale, with an income that will offset the nominal expenses the town is now paying to carry the property, and 2) the resulting sale by the Housing Board will add another affordable unit to the town's growing stock. If this article fails, the Treasurer will dispose of the property at auction early in FY '06, after incurring some modest carrying cost, and the unit will not add to our certified affordable housing stock.

The Housing Board recommends.

The Housing Board welcomes the opportunity to use this tax title property in its ongoing Condo Exchange Program to provide additional affordable housing in Boxborough. The cost to the Housing Board for necessary repairs would be about the same as the buy-down costs that the Board is currently experiencing for market units in the Condo Exchange Program, and comparable effort would be required to administer the sale of the unit.

ACTION ON ARTICLE 2, January 24, 2005. On Mr. Fox's motion, the Town did vote, unanimously, to transfer the care, custody, control and management of a parcel of land identified as lot 135.36F block 1 on

Assessor's Map 1, being unit 36F of the Codman Hill Condominium located at 294 Codman Hill Road, from the Town Treasurer to the Boxborough Housing Board to be held for the purpose of disposition and to further authorize the Boxborough Housing Board to dispose of said parcel on such terms and conditions as it deems appropriate.

ARTICLE 3 DISPATCH SERVICES

(Majority vote required)

To see if the town will vote to authorize the Board of Selectmen to seek alternative methods to deliver dispatch services to the town and further, to negotiate terms to bring forward for approval by the town at Annual Town Meeting in May; or take any other action relative thereto.

The Board of Selectmen unanimously recommends (5 – 0).

In 2000 when the BoS recommended and the town voted to establish the current Dispatch Center, it had two objectives: to integrate both the Fire and Police dispatch into one service and to improve the services which could be provided to the town. It was estimated at the time that the increased cost to the town to accomplish this would be about \$100K over the previous contracts with Acton and Littleton dispatch.

The departments were successful in the integration and service levels improved considerably, but the costs and the problems that were encountered had been underestimated. Costs have about doubled, and there have been many hiring, training and employee retention issues in providing this service. Also, the BoS believes that the single dispatcher coverage that the town has is not ideal, because there is no backup when things get busy. For a relatively small town, like Boxborough, this makes for very inefficient economies of scale when providing services like these.

Confronted with the budget crunch expected in the coming years, the selectmen have been looking for alternatives which would provide a solution which would not result in a significant loss of service and believe that a regional approach to dispatch would be better. The Board still believes that an integrated dispatch service covering all 911 calls for ambulance, police and fire is needed, so will keep that goal when examining regional service solutions. An affirmative vote for this article will give the BoS a strong position in its discussions with surrounding towns to seek the best outcome for Boxborough.

The Finance Committee recommends.

In the present environment of tight budgets with no relief likely in the foreseeable future, it is incumbent upon town officials to seek the most effective and economical means of providing essential services. Regionalization, or the sharing of key services with adjacent towns, becomes a means of reducing costs while maintaining service levels. Among the town services that are viable candidates for efficient regionalization, the most promising near term prospect appears to be dispatch. Improved facilities in neighboring towns, combined with technological advances, appear to provide the opportunity for both responsive and cost-effective multi-town service for single-point emergency dispatch. The problems of confusion and poor responsiveness, related to multi-point out of town service that motivated Boxborough's initiation of local dispatch are resolvable with appropriate safeguards. This article only permits the BoS to explore options for providing dispatch services.

ACTION ON ARTICLE 3, January 24, 2005. Mr. Wheeler stated that it is costing us \$150,000 a year to operate the dispatch center on our own. We need to find some way to cut our expenses and we want the Town to give the Selectmen permission to pursue this. Mr. Carroll stated that this would mean a center located in Acton which has state-of-the-art equipment, but has problems with their employees. Mr. Neville stated that the Selectmen do not need our permission to pursue this. If we go regional, it should

be number of towns and we should have a chance to apply for any open positions. Mr. Powers wanted to know if this would make our service better. Ms. Rice stated that we tried this once, but that it didn't work. Mr. Coleman stated that they are familiar with many of the citizens, and know their voices. Mr. Bunyard said that all these concerns are important and do not want to lay off fire or police officers. There were various opinions on this subject and Mark White stated that the present center is costing twice as much as we were told it would, and regionalization is not a bad thing. Mrs. Neville made a motion to move the question. This motion carried. On Mr. Wheeler's motion, the Town did vote to authorize the Board of Selectmen to seek alternative methods to deliver dispatch services to the town and further, to negotiate terms to bring forward for approval by the town at a future town meeting.

ARTICLE 4 CAPITAL EXPENDITURE – REPLACE CRUISER MODEMS

(Majority vote required)

To see if the town will vote to raise and appropriate or otherwise provide the sum of Four Thousand One Hundred Twenty-Seven Dollars and seventy-four cents (\$4,127.74), more or less, for the purpose of acquiring modems for the Police Department mobile units; or take any other action relative thereto.

The Board of Selectmen unanimously recommends (5 – 0).

This recommended purchase is to replace outdated equipment that is currently used by the Police Department. Since 2001, each cruiser has been outfitted with a mobile computer that allows police officers instant access to many law enforcement agencies such as the Registry of Motor Vehicles (all states), Board of Probation, National Crime Information Computer, Interpol, Firearms Record Bureau, Boxborough Police Records Management and Dispatch systems, etc. Such information is a key part of officer safety and increases the officers' efficiency by enabling them to make better and faster decisions in the course of their duties.

The Police Department's current mobile service provider, Verizon, has notified the town that they are discontinuing and will no longer be servicing the existing technology used by the modems (CDPD). Verizon is changing to an improved standard (CDMA). After some investigation, the Board of Selectmen unanimously supports this change. This is a case of technology forcing the town to make changes, but the selectmen believe that the modems are a key component to the police department's functionality.

The Finance Committee recommends.

The supplemental appropriation of this article will enable the Town to raise and appropriate approximately \$4,127.00 for the purpose of obtaining six (6) new modems to be installed in each of the Town's police cruisers.

Modems are communications devices installed in the police cruiser laptop computers that enable our police officers to query via wireless connections the Criminal Justice Information System, the RMV, the Warrant Management System, Board of Probation, National Crime Information System, Interpol, Firearms Record Bureau, Boxboro Police Records Management, and Dispatch. The Dispatch module provides call information to responding police officers, such as call type, location, known site hazards, previous calls to this location etc. The new modems will be using CDMA digital technology with a current life expectancy of at least six (6) years.

The currently installed modems were purchased in FY 2001 and use an older wireless technology. Last year, Verizon announced that they were discontinuing service for the current modems. Verizon is no longer providing CDPD (Cellular Digital Packet Data) support for the towers that provide wireless communication for the police's data transfer system. If any of Verizon's infrastructure fails they will not

repair it. Starting on December 2005 the service will be discontinued. According to the town's vendor, "Transcor," this has become a problem for some law enforcement agencies already. The FinCom believes that the town should purchase and install the new modems before Verizon pulls the plug so as to avoid any possible communication interruptions.

The Boxborough Information Technology Committee recommends.

BITcom has reviewed this warrant article and fully supports the Police proposal. One key thing is that the Police MUST make this change not later than fall of this year (2005). The communications service (CPDP) is being discontinued later this year and the change must be made before then. In order to avoid contention for resources in converting the police cruisers and to avoid potential serious service outages, BITcom believes it is prudent to get this done now rather than later this year when several other towns will be in a rush to switch over.

ACTION ON ARTICLE 4, January 24, 2005. Mr. Powers stated that it was important that we have a reliable service and that we have no breakdowns. On Ms. Hilberg's motion, the Town did vote to transfer from Overlay Surplus the sum of Four Thousand One Hundred Twenty-Seven Dollars and seventy-four cents (\$4,127.74) for the purpose of acquiring modems for the Police Department mobile units.

The meeting adjourned at 8:30 p.m.

You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before January 7, 2005.

BOARD OF SELECTMEN

Leslie Fox, Chairman
Simon C. Bunyard, Clerk
David L. Birt
Kristin Hilberg
Donald R. Wheeler

POSTED: December 30, 2004
BY: David L. Birt, Constable

**WARRANT and PROCEEDINGS
of the ANNUAL TOWN MEETING
held on MAY 9, 10 and 12, 2005
LIST OF ARTICLES**

1. CHOOSE TOWN OFFICERS
QUESTION 1- PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE - OPERATING BUDGET
QUESTION 2- PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE - BLANCHARD MEMORIAL SCHOOL - PERSONNEL
QUESTION 3 – PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE - BLANCHARD MEMORIAL SCHOOL INFRASTRUCTURE AND EDUCATIONAL PROGRAM COSTS
QUESTION 4 - PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – LIBRARY – PERSONNEL AND OPERATING COSTS
QUESTION 5 - PROPOSITION 2 1/2 DEBT EXCLUSION - PURCHASE OF AMBULANCE
QUESTION 6 - PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – FIREFIGHTER/EMT
QUESTION 7- PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – REPLACE ROOFS AT TOWN HALL, POLICE STATION AND STEELE FARM
2. HEAR AND ACCEPT REPORTS
3. SET SALARIES AND COMPENSATION OF OFFICERS
4. PERSONNEL ADMINISTRATION PLAN CHANGES
5. TOWN OPERATING BUDGET
6. PETITION ARTICLE – REZONE CERTAIN PARCELS TO TOWN CENTER##
7. BLANCHARD MEMORIAL SCHOOL – PERSONNEL
8. BLANCHARD MEMORIAL SCHOOL - INFRASTRUCTURE AND EDUCATIONAL PROGRAM COSTS
9. BLANCHARD MEMORIAL SCHOOL - CAPITAL INFRASTRUCTURE EVALUATION
10. LIBRARY – ADDITIONAL HOURS OF OPERATION
11. CAPITAL EXPENDITURE – RADIO ALARM BOXES
12. CAPITAL EXPENDITURE – AMBULANCE
13. CAPITAL EXPENDITURE – CISTERN (STONEHEDGE PLACE)
14. FIRE DEPARTMENT – ADDITIONAL FIREFIGHTER/EMT
15. TOWN HALL – ARCHITECTURAL DESIGN CONSULTANT
16. CAPITAL EXPENDITURE – STEELE FARM ELECTRICAL MODIFICATIONS
17. CAPITAL EXPENDITURE – GROUNDWATER SUPPLY TESTING
18. CAPITAL EXPENDITURE – REPLACE ROOFS AT TOWN HALL, POLICE STATION AND STEELE FARM

19. REVOLVING FUND – CONSERVATION COMMISSION
20. ACCEPTANCE OF CHAPTER 491 OF THE ACTS OF 2004 – AFFORDABLE HOUSING TRUST
21. GRANTING OF EASEMENT TO VERIZON
22. CLOSE OUT OLD ARTICLES**
23. REVOLVING FUND - ELECTRICAL INSPECTION**
24. REVOLVING FUND - PLUMBING AND GAS INSPECTION**
25. REVOLVING FUND - FIRE ARMS PERMITS**
26. REVOLVING FUND – LIBRARY FINES**
27. REVOLVING FUND – DOG LICENSE FEES**
28. REVOLVING FUND – STEELE FARM**
29. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**
30. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS**
31. ROAD ACCEPTANCE – BARTEAU LANE**
32. ROAD ACCEPTANCE – LORING AVENUE, JOYCE LANE AND MACLEOD WAY**
33. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
34. RESCIND UNUSED BORROWING AUTHORITY**

LEGEND

**CONSENT AGENDA

##PETITION ARTICLE – submitted by petition by ten or more registered voters in the town.

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2005 at 7:30 p.m. to act on Articles 2 through 34 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 16th day of May, 2005 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 - 7. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#22 through #34, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 21.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116, ext. 101 or send an e-mail to natalie.lashmit@town.boxborough.ma.us before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word “Hold” in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article as printed in the warrant.

The first session of the Annual Town Meeting was called to order at 7:40 p.m. by newly appointed Moderator, John G. Fallon with 420 voters in attendance. There was a moment of silent prayer for those who passed away during the last year. Mr. Fallon recognized the heads of different departments who worked on committees and volunteered their time. He thanked Mr. Brown's appointments to the Finance Committee, the Recreation Committee and the Minuteman Regional High School. Mr. Fox read the following resolution:

Mr. Moderator,

Whereas Reg Brown has served continuously as the Town Moderator from 1977 to January 2005, presiding over many town meetings with decency, fairness, humor, and respect;

I move that it be the sense of this meeting to honor Reg by directing the Selectmen to prepare and exhibit a plaque to be hung in Boxborough Town Hall, bearing the inscription:

Reginald C. Brown
Town Moderator 1977 – 2005
Presented by the citizens of Boxborough
In recognition of your devoted service
Resolved by Town Meeting
May 9, 2005

This resolution carried. In the absence of Reg Brown, the plaque was presented to his wife, Nancy C. Brown by Pam Resor and James Eldridge.

Reg had been Town Moderator for 28 years. During that time he had served on many committees, including the Boxborough and the Acton/Boxborough Regional School Committees, the Minuteman Regional School Committee, the Town Meeting Study Committee, the Town By-Law Committee and was the recipient of the Fifer's Award in 1980. He fulfilled his duties to the utmost, presiding over our meeting with diligence. He is dedicated to his family and the Red Sox, has plenty of spirit and a keen sense of humor. He will be missed.

On Mr. Fox's motion, the Town did vote that any adjourned sessions of Annual Town Meeting would be held on Tuesday, May 10th, Thursday, May 12th, Wednesday, May 18th and Thursday, May 19th; and further, that no debate begin on any new article after 10:30 p.m.

On Mr. Fox's motion, the Town did vote that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

One Town Clerk for a one-year term

Two Selectmen members, each for a three-year term
One Board of Health member for a three-year term
One Board of Health member for a one-year unexpired term
Two Library Trustees, each for a three-year term
Two Planning Board members, each for a three-year term
One School Committee (Local and of the Region) member for a three-year term

ACTION ON ARTICLE 1, May 16, 2005. Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials—all duly sworn in before beginning their duties—were Wardens, Richard W. Golden, David L. Birt; Clerk, Virginia B. Richardson; Tellers: Marguerite Hugel, Mary Larson, Barbara Wheeler, Jacqueline Cumming, Ellen Landry, Diane Machamer, Shirley Warren and Anne Canfield; Counters: Charlene Golden and Barry Harsip.

As well as other Town Officers as may be necessary, and to vote on the following questions:

QUESTION 1 PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE - OPERATING BUDGET

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Eight Hundred Thousand Dollars (\$800,000) in real estate and personal property taxes for the purposes of funding the operating budgets of the Town and Public Schools for the fiscal year beginning July first two thousand and five?

YES 784 NO 623 BLANKS 47

QUESTION 2 PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE - BLANCHARD MEMORIAL SCHOOL - PERSONNEL

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Eighty-Three Thousand and Ninety-Three dollars (\$83,093) in real estate and personal property taxes for the purposes of funding positions, hours and associated personnel benefits at the Blanchard School for the fiscal year beginning July first two thousand and five?

YES 736 NO 696 BLANKS 22

QUESTION 3 PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE - BLANCHARD MEMORIAL SCHOOL INFRASTRUCTURE AND EDUCATIONAL PROGRAM COSTS

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Seventy Thousand One Hundred and Fifty-Seven Dollars (\$70,157) in real estate and personal property taxes for the purposes of providing textbooks, supplies, capital replacements, and technology replacement purchases for the Blanchard School for the fiscal year beginning July first two thousand and five?

YES 764 NO 667 BLANKS 23

**QUESTION 4 PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – LIBRARY –
PERSONNEL AND OPERATING COSTS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Ten Thousand One Hundred and Seventy-Nine Dollars (\$10,179) in real estate and personal property taxes for the purposes of funding personnel and operating costs to add four more hours of operation at the Sargent Memorial Library for the fiscal year beginning July first two thousand and five?

YES 687 NO 743 BLANKS 24

**QUESTION 5 PROPOSITION 2 1/2 DEBT EXCLUSION - PURCHASE OF
AMBULANCE**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half so-called, the amounts required to pay for the bond issued in order to pay the costs of acquiring and equipping a new ambulance for the Fire Department, including the payment of all costs incidental and related thereto?

YES 899 NO 525 BLANKS 28

**QUESTION 6 PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE –
FIREFIGHTER/EMT**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Seventy-Two Thousand One Hundred and Ten Dollars (\$72,110) in real estate and personal property taxes for the purposes of funding the salary, benefits and related expenses of one Firefighter/EMT for the fiscal year beginning July first two thousand and five?

YES 891 NO 534 BLANKS 29

**QUESTION 7 PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION –
REPLACE ROOFS AT TOWN HALL, POLICE STATION AND
STEELE FARM**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Forty-One Thousand Four Hundred and Fifty Dollars (\$41,450) in real estate and personal property taxes for the purposes of replacing roofs at the Town Hall, Police Station and Steele Farm barn for the fiscal year beginning July first two thousand and five?

YES 801 NO 627 BLANKS 26

The results of the election are as follows:

MODERATOR, One Year

John G. Fallon	1,178
All Others	10
Blanks	266

TOWN CLERK, One Year

Virginia B. Richardson	1,246
All Others	1
Blanks	207

SELECTMEN, Three Years
Vote for not more than TWO

Leslie R. Fox	912
Kristin Hilberg	922
Scott C. Coleman	533
All Others	1
Blanks	540

SCHOOL COMMITTEE, Three Years
Local and Regional

Rebecca R. Neville	778
Amy J. Burke	497
Blanks	179

LIBRARY TRUSTEES, Three Years
Vote for not more than TWO

Janet J. Glidden	1,102
Janet R. Tyndall	1,042
All Others	1
Blanks	763

PLANNING BOARD, Three Years
Vote for not more than TWO

Jennie L. Rawski	1020
Karen B. Metheny	1,049
All Others	2
Blanks	837

BOARD OF HEALTH, Three years

Marie C. Cannon	1,108
All Others	1
Blanks	345

**BOARD OF HEALTH, One year
(Unexpired Term)**

Michael P. Willis	1,100
Blanks	354

ARTICLE 2 HEAR AND ACCEPT REPORTS

(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 2, May 9, 2005. Reports were read by Mr. Ross of the Library Trustees, Mr. Kushner of the Finance Committee and Mr. Fox of the Board of Selectmen. All reports are on file with the Town Clerk. On Mr. Fox's motion, the Town did vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2004 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2005 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$50,113.08 /year
Town Clerk	\$32,639.46 /year
Moderator	\$25.00 each meeting
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 3, May 9, 2005. On Mr. Fox's motion, the Town did vote to fix the salaries and compensation of various officials for the year beginning July 1, 2005 as printed in the warrant under Article 3.

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend Schedule A of the Personnel Administration Plan by adding the positions of Buildings and Grounds Maintenance Worker and Technical Services Librarian to the Classification of Positions and by changing the titles of Senior Library Technician and Library Technician to Senior Library Assistant and Library Assistant, respectively and by amending Schedule B of the Personnel Administration Plan, Compensation of Positions, as indicated in the following schedules; or take any other action relative thereto.

FY 2006 Classification of Positions – Schedule A

Town Administrator
Department Heads

Police Chief
Fire Chief
DPW Director
Library Director

Regular Full-Time Schedule

Exempt Employees

Assistant Town Administrator
Treasurer
Accountant
Assessor
Building Inspector/Code Enforcement Officer
Planner

Non-Exempt Employees

Secretary I
Secretary II
Police Sergeant
Police Officer
Firefighter/EMT
Custodian
DPW Foreman
DPW Worker
DPW Semi-skilled Worker
Building & Grounds Maintenance Worker
Dispatch Supervisor
Dispatcher

Regular Reduced Hours Schedule

COA Coordinator
Children's Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
DPW Worker

Regular Part-Time Schedule

Secretary I
Secretary II
Children's Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent

Per Diem Schedule

Fire Lieutenant/EMT
Call Firefighter /EMT
Call Firefighter
Special Police Officer
Dispatcher

Intermittent Schedule

Cemetery Superintendent
Cemetery Laborer
Registrar Chairperson
Clerk of Elections
Election Worker
Registrar Member
Veterans' Agent
Call Fire Chief
Deputy Fire Chief
Fire Captain
Fire Lieutenant
Call Firefighter/EMT
Fire Department Chaplain
Call Building Inspector
Special Police Officer
Lock-up Attendant
Dispatcher
Seasonal Maintenance Worker
Snow Plower
Seasonal Conservation Worker
Assistant Building Inspector
Wiring Inspector
Plumbing and Gas Inspector
Dog Officer
Assistant Dog Officer
Animal Control Officer
Animal Inspector
Fence Viewer
Field Driver
Director of Summer Playground
Director of Gymnastics
Director of Winter Programs
Lead Counselor
Counselor
Counselor-in-Training
Intern (Town Hall)
Library Page
Junior Library Page

Elected Positions

Selectman
Board of Health Member
Planning Board Member
Library Trustee
Moderator
Constable
Tax Collector
Town Clerk

FY 2006 Compensation of Positions FY2006 Schedule B

<u>Position Title</u>				FY2005	FY2006	
<i>Town Administrator</i>	<i>Contract expires 12/31/06</i>			83,750.00	TBD	
<u>Department Heads</u>						
<i>Police Chief</i>	<i>Contract expires 12/31/06 (base)</i>			67,088.88	TBD	
	<i>with Quinn Bill</i>			80,506.65	TBD	
<i>Fire Chief</i>	<i>Contract expires 12/31/05</i>			66,908.80	TBD	
<i>DPW Director</i>	<i>Contract expires 12/31/06</i>			73,698.82	TBD	
<i>Library Director</i>	<i>Contract expires 12/31/07</i>			48,362.72	55,000	
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
<u>Regular Full-Time Schedule</u>						
<u>Exempt Employees</u>						
Assistant Town Administrator	46,664.59	48,297.85	49,988.28	51,737.87	53,548.69	55,422.90
Treasurer	48,796.54	50,504.42	52,272.07	54,101.59	55,995.15	57,954.98
<i>Accountant</i>	46,177.49	47,793.70	49,466.48	51,197.80	52,989.73	54,844.37
<i>Assessor</i>	52,215.74	54,043.29	55,934.80	57,892.52	59,918.76	62,015.92
<i>Building Inspector/Code Enforcement</i>	46,218.58	47,836.23	49,510.50	51,243.37	53,036.89	54,893.18
<i>Planner</i>	47,809.23	49,482.56	51,214.44	53,006.95	54,862.19	56,782.37
<u>Non-Exempt Employees</u>						
<i>Secretary I</i>	13.85	14.34	14.84	15.36	15.90	16.45
<i>Secretary II</i>	17.51	18.12	18.76	19.41	20.09	20.80
<i>Police Sergeant</i>	23.40	23.84	24.27			
<i>Police Officer (Step A1/A2)</i>	17.64/18.25	18.88	19.55	20.24	20.94	21.67
<i>Firefighter/EMT</i>	16.37	16.94	17.53	18.15	18.78	19.44
<i>Custodian</i>	14.09	14.58	15.09	15.62	16.17	16.73
DPW Foreman	20.74	21.47	22.22	23.00	23.80	24.64
DPW Worker	16.56	17.14	17.74	18.36	19.01	19.67
DPW Semi-skilled Worker	15.10	15.63	16.18	16.74	17.33	17.93
Bldg & Grounds Maintenance Worker	15.10	15.63	16.18	16.74	17.33	17.93
<i>Dispatch Supervisor</i>	16.56	17.14	17.74	18.36	19.01	19.67
<i>Dispatcher</i>	14.97	15.49	16.03	16.59	17.17	17.77
<u>Regular Reduced Hours Schedule</u>						
<i>COA Coordinator</i>	17.51	18.12	18.76	19.41	20.09	20.80
Children's Librarian	17.54	18.15	18.79	19.45	20.13	20.83
Technical Services Librarian	15.90	16.46	17.03	17.63	18.25	18.88
Sr. Library Assistant	12.94	13.39	13.86	14.34	14.85	15.36
Library Assistant	11.01	11.40	11.79	12.21	12.64	13.08
DPW Worker	16.56	17.14	17.74	18.36	19.01	19.67
<u>Regular Part-Time Schedule</u>						
<i>Secretary I</i>	13.85	14.34	14.84	15.36	15.90	16.45
<i>Secretary II</i>	17.51	18.12	18.76	19.41	20.09	20.80

Children's Librarian	17.54	18.15	18.79	19.45	20.13	20.83
Technical Services Librarian	15.90	16.46	17.03	17.63	18.25	18.88
Sr. Library Assistant	12.94	13.39	13.86	14.34	14.85	15.36
Library Assistant	11.01	11.40	11.79	12.21	12.64	13.08
Transfer Station Operator I	15.13	15.66	16.21	16.78	17.36	17.97
Conservation Agent	21.22	21.96	22.73	23.52	24.35	25.20
Position Title	Rate					
Per Diem Schedule						
Fire Lieutenant/EMT	15.39					
Call Fighter/EMT	13.98					
Call Firefighter	13.98					
Special Police Officer	13.98					
Dispatcher	13.98					
Intermittent Schedule						
Cemetery Superintendent	7,342.06	annually				
Cemetery Laborer	9.21					
Registrar Chairperson	787.66	annually				
Clerk of Elections	10.01					
Election Worker	8.90					
Registrar Member	236.32	annually (plus \$0.33 a head)				
Veterans' Agent	12.99					
Call Fire Chief	36.07					
Deputy Fire Chief	16.91					
Fire Captain	16.15					
Fire Lieutenant	15.39					
Call Firefighter/EMT	13.98					
Fire Department Chaplain	13.98					
Call Building Inspector	36.07					
Special Police Officer	13.98					
Lock-up Attendant	12.52					
Dispatcher	13.98					
Seasonal Maintenance Worker	11.40					
Snow Plower	18.08					
Seasonal Conservation Worker	10.69					
Assistant Building Inspector	22.24					
Wiring Inspector	fees	\$50,000 cap/yr Selectmen & FinCom may modify if required				
Plumbing and Gas Inspector	fees	\$15,000 cap/yr Selectmen & FinCom may modify if required				
Dog Officer	9,253.95	annually				
Assistant Dog Officer	9.07	4 hour call min				
Animal Control Officer	2,254.17	annually				
Animal Inspector	830.48	annually				
Fence Viewer	40.00	annually				
Field Driver	45.00	annually				

Director of Summer Playground	16.28					
Director of Gymnastics	15.67					
Director of Winter Programs	15.67					
Lead Counselor	11.87					
Counselor	8.90					
Counselor-in-Training	8.32					
Intern (Town Hall)	8.90					
Library Page	8.90					
Junior Library Page	8.01					
<u>Elected Positions</u>		FY 2005			FY 2006	
Selectman	400.00	annually		400.00	annually	
Board of Health Member	166.67	annually		166.67	annually	
Planning Board Member	109.00	annually		109.00	annually	
Library Trustee	0.00	annually		0.00	annually	
Moderator	25.00	per meeting		25.00	per meeting	
Constable	3.00	/warrant posted/location		3.00	/warrant posted/location	
Tax Collector	48,653.48	annually		50,113.08		
Town Clerk	31,688.80	annually		32,639.46		
NOTES						
Fee maximum is 1% of FY05 levy (or \$121,463)						
3% shown for employees and elected officials (Tax Collector and Town Clerk)						
Salaries for primary department heads, with the exception of the Library Director, are still under negotiation						
Italics: set by bargaining unit or personal contract						
Bold: set by Personnel Board						
The Personnel Board recommends.						
A public hearing was jointly held with the Board of Selectmen on March 28 and continued and closed on April 4, 2005.						
The Finance Committee recommends unanimously.						

ACTION ON ARTICLE 4, MAY 9, 2005. Mr. Brown pointed out that there was a 3.5% built in for each step and that we can only increase 2 ½ under Proposition 2 ½. Mr. Golden stated that most positions were union and were under contract. Ms. Hilberg stated that they do not want to change until all positions can be treated the same.

On Mr. Golden's motion, the Town did vote to amend Schedule A of the Personnel Administration Plan by adding the positions of Buildings and Grounds Maintenance Worker and Technical Services Librarian to the Classification of Positions and by changing the titles of Senior Library Technician and Library Technician to Senior Library Assistant and Library Assistant, respectively, and by amending Schedule B

of the Personnel Administration Plan, Compensation of Positions, as indicated in the schedules printed in the warrant under Article 4.

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2005 provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Eight Hundred Thousand Dollars (\$800,000) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five; or take any other action relative thereto.

The Finance Committee recommends unanimously.

The operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens. The total Town operating budget proposed for FY '06 is \$16,717,332. Adjustments due to the use of State Aid revenues and local receipts as well as the costs associated with warrant articles and maintaining an Overlay Reserve lead to an amount \$13,281,782 more or less to be raised by taxation. This amount exceeds that allowed by Proposition 2 1/2 by \$800,000, which sum must be authorized through a Levy Limit General Override. Voters should be aware that a general override such as is proposed here will increase the Town's Levy Limit permanently by the proposed \$800,000. The estimated tax rate associated with the proposed levy limit, including override is \$14.10 per \$1000 of valuation. This implies a tax bill of \$7,163 for the Department of Revenue estimated average single-family home FY '05 valuation of \$508,000. The estimated FY '06 tax bill for the "average" single family home represents an increase of 7.5% or \$500 from the tax bill for FY '05. Voters should be aware that the FY '05 numbers are as voted at the May 10, 2004 ATM and are not adjusted for the STM held on January 24, 2005. More detail can be found in the Finance Committee report in your warrant.

Voters will notice use of the terms "A Budget" and "B Budget". The term "A Budget" refers to the FY '06 budget presented herein and assumes passage of an \$800,000 general levy limit override at the polls. "B Budget" refers to the budget that would ensue if the proposed general override fails. The rightmost column in the Article 5 budget summary shows the proposed budget changes that would be required to bring the Town Operating budget within the constraints of Proposition 2 1/2, should the general override fail. Such a reduced budget will be voted at a later date. At that time voters will consider and may amend the proposed "B Budget".

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2006 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above. Further details of the tax rate and tax bill implications of Article 5 and other warrant articles may be found in the Finance Committee Report at the end of the warrant.

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
114 Total Salaries - Moderator	\$ 75	\$ 50	\$ 75	\$ 75	\$ -	0.00%	
114 Total Other Expenses - Moderator	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
114 Total Moderator Expenses	\$ 75	\$ 50	\$ 75	\$ 75	\$ -	0.00%	
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
119 Total Other Expenses - Town Constable	\$ 150	\$ 76	\$ 100	\$ 100	\$ -	0.00%	
119 Total Constable Expenses	\$ 150	\$ 76	\$ 100	\$ 100	\$ -	0.00%	
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%	
122 Total Other Expenses - Selectman	\$ 2,150	\$ 1,041	\$ 1,810	\$ 1,810	\$ -	0.00%	
122 Total Selectman Expenses	\$ 4,150	\$ 3,041	\$ 3,810	\$ 3,810	\$ -	0.00%	
123 Total Salaries - Town Administrator	\$ 132,724	\$ 131,727	\$ 137,559	\$ 141,686	\$ 4,127	3.00%	
123 Total Other Expenses- Town Administrator	\$ 4,800	\$ 4,800	\$ 5,625	\$ 6,075	\$ 450	8.00%	
123 Total Expenses - Town Administrator	\$ 137,524	\$ 136,527	\$ 143,184	\$ 147,761	\$ 4,577	3.20%	
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
131 Total Other Expenses- Finance Committee	\$ 450	\$ 130	\$ 450	\$ 450	\$ -	0.00%	
131 Total Expenses - Finance Committee	\$ 450	\$ 130	\$ 450	\$ 450	\$ -	0.00%	
135 Total Salaries - Accountant	\$ 45,051	\$ 45,050	\$ 48,026	\$ 51,199	\$ 3,173	6.61%	
135 Total Other Expenses- Accountant	\$ 20,340	\$ 16,136	\$ 22,055	\$ 22,360	\$ 305	1.38%	
135 Total Expenses - Accountant	\$ 65,391	\$ 61,186	\$ 70,081	\$ 73,559	\$ 3,478	4.96%	
141 Total Salaries - Assessor	\$ 50,941	\$ 50,941	\$ 54,306	\$ 57,893	\$ 3,587	6.61%	
141 Total Other Expenses-Assessor	\$ 8,855	\$ 7,998	\$ 7,991	\$ 12,591	\$ 4,600	57.56%	
141 Total Expenses - Assessor	\$ 59,796	\$ 58,939	\$ 62,297	\$ 70,484	\$ 8,187	13.14%	
145 Total Salaries - Treasurer	\$ 55,630	\$ 55,628	\$ 57,267	\$ 56,996	\$ (271)	-0.47%	
145 Total Other Expenses-Treasurer	\$ 18,500	\$ 24,079	\$ 18,863	\$ 16,010	\$ (2,853)	-15.12%	
145 Total Expenses - Treasurer	\$ 74,130	\$ 79,707	\$ 76,130	\$ 73,006	\$ (3,124)	-4.10%	
146 Total Salaries - Tax Collector	\$ 48,237	\$ 48,236	\$ 49,654	\$ 51,114	\$ 1,460	2.94%	
146 Total Other Expenses-Tax Collector	\$ 13,439	\$ 13,370	\$ 12,022	\$ 14,013	\$ 1,991	16.56%	
146 Total Expenses - Tax Collector	\$ 61,676	\$ 61,606	\$ 61,676	\$ 65,127	\$ 3,451	5.60%	
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
151 Total Other Expenses-Legal	\$ 64,000	\$ 56,711	\$ 64,000	\$ 64,000	\$ -	0.00%	
151 Total Expenses - Legal	\$ 64,000	\$ 56,711	\$ 64,000	\$ 64,000	\$ -	0.00%	
152 Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
152 Total Other Expenses-Personnel Board	\$ 330	\$ 120	\$ 330	\$ 330	\$ -	0.00%	
152 Total Expenses - Personal Board	\$ 330	\$ 120	\$ 330	\$ 330	\$ -	0.00%	

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
161 Total Salaries - Town Clerk	\$ 30,766	\$ 30,766	\$ 31,689	\$ 32,640	\$ 951	3.00%	
161 Total Other Expenses-Town Clerk	\$ 1,592	\$ 1,538	\$ 869	\$ 1,453	\$ 584	67.20%	
161 Total Expenses - Town Clerk	\$ 32,358	\$ 32,303	\$ 32,558	\$ 34,093	\$ 1,535	4.71%	
162 Total Salaries - Elect & Regist	\$ 2,905	\$ 2,771	\$ 4,610	\$ 2,522	\$ (2,088)	-45.29%	
162 Total Other Elect & Regist	\$ 3,645	\$ 3,524	\$ 4,070	\$ 2,888	\$ (1,182)	-29.04%	
162 Total Expenses - Elect & Regist	\$ 6,550	\$ 6,296	\$ 8,680	\$ 5,410	\$ (3,270)	-37.67%	
171 Total Salaries - Conservation Comm	\$ -	\$ -	\$ 16,630	\$ 14,070	\$ (2,560)	-15.39%	\$ (795)
171 Total Other - Conservation Comm	\$ 1,650	\$ 1,607	\$ 1,650	\$ 1,650	\$ -	0.00%	
171 Total Expenses - Conservation Comm	\$ 1,650	\$ 1,607	\$ 18,280	\$ 15,720	\$ (2,560)	-14.00%	\$ (795)
175 Total Salaries - Planning Board	\$ 54,069	\$ 54,068	\$ 55,674	\$ 57,328	\$ 1,654	2.97%	
175 Total Other - Planning Board	\$ 4,162	\$ 4,515	\$ 3,897	\$ 3,747	\$ (150)	-3.85%	
175 Total Expenses - Planning Board	\$ 58,231	\$ 58,583	\$ 59,571	\$ 61,075	\$ 1,504	2.52%	
176 Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
176 Total Other - Zoning Board	\$ 335	\$ 111	\$ 335	\$ 335	\$ -	0.00%	
176 Total Expenses - Zoning Board	\$ 335	\$ 111	\$ 335	\$ 335	\$ -	0.00%	
177 Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
177 Total Other - Housing Board	\$ 6,450	\$ 3,673	\$ 1,000	\$ 1,000	\$ -	0.00%	
177 Total Expenses - Housing Board	\$ 6,450	\$ 3,673	\$ 1,000	\$ 1,000	\$ -	0.00%	
192 Total Salaries - Town Hall	\$ 198,760	\$ 185,224	\$ 166,815	\$ 160,903	\$ (5,912)	-3.54%	(19,502)
192 Total Other - Town Hall	\$ 77,371	\$ 53,040	\$ 81,475	\$ 102,240	\$ 20,765	25.49%	
Total Expenses - Town Hall	\$ 276,131	\$ 238,264	\$ 248,290	\$ 263,143	\$ 14,853	5.98%	(19,502)
Total Town Government - Salaries	\$ 621,158	\$ 606,461	\$ 624,305	\$ 628,426	\$ 4,121	0.66%	\$ (20,297)
Total Town Government - Other Expenses	\$ 228,219	\$ 192,468	\$ 226,542	\$ 251,052	\$ 24,510	10.82%	
Total Town Government - Total Expenses	\$ 849,377	\$ 798,930	\$ 850,847	\$ 879,478	\$ 28,631	3.36%	(20,297)

Budget changes include:

Line 141: Assessor expenses up \$4,600, related to consulting fees for formal re-valuation required by law every three years

Line 146: Tax Collector increases for software license and conferences

Line 161: Town Clerk increase in office supplies and postage

Line 192: Town Hall Expenses are up \$20,756, \$15,000 is related to technology support to provide consistency of operating systems, security, policies and procedure for IT across the entire town. There is a new municipal (Police, Fire, etc.) building and grounds person under Town Hall A budget.

The budgeted number (\$31,263) is contained within the Town Hall line at the expense of other Town Hall services, but this person will be taking care of the custodial needs of the whole town including town hall and the new library, but excluding the school.

Proposed B budget reductions:

Line 171: Reduce administrative support hours for Conservation Commission

Line 192: Reduce administrative support hours by .5FTE, reduce support to elected boards and commissions

Close town hall to public an additional 8 hours per week

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
210 Total Salaries - Police	\$ 685,784	\$ 658,272	\$ 715,463	\$ 754,272	\$ 38,809	5.42%	(166,273)
210 Total Other - Police	\$ 91,328	\$ 85,124	\$ 93,378	\$ 97,201	\$ 3,823	4.09%	(26,420)
210 Total Expenses - Police	\$ 777,112	\$ 743,396	\$ 808,841	\$ 851,473	\$ 42,632	5.27%	(192,693)
220 Total Salaries - Fire	\$ 475,775	\$ 444,312	\$ 477,153	\$ 498,530	\$ 21,377	4.48%	(57,830)
220 Total Other - Fire	\$ 53,020	\$ 70,491	\$ 70,795	\$ 76,815	\$ 6,020	8.50%	
220 Total Expenses - Fire	\$ 528,795	\$ 514,803	\$ 547,948	\$ 575,345	\$ 27,397	5.00%	(57,830)
221 Total Salaries - Dispatch	\$ 184,536	\$ 170,984	\$ 184,527	\$ 186,294	\$ 1,767	0.96%	
221 Total Other - Dispatch	\$ 22,215	\$ 20,019	\$ 24,725	\$ 26,135	\$ 1,410	5.70%	
221 Total Expenses - Dispatch	\$ 206,751	\$ 191,002	\$ 209,252	\$ 212,429	\$ 3,177	1.52%	
241 Total Salaries - Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
241 Total Other - Building Insp	\$ 39,900	\$ 34,402	\$ 39,300	\$ 39,300	\$ -	0.00%	
241 Total Expenses - Building Insp	\$ 39,900	\$ 34,402	\$ 39,300	\$ 39,300	\$ -	0.00%	
249 Total Salaries - Asst Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
249 Total Other - Asst Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
249 Total Expenses - Asst Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
291 Total Salaries - Civil Defense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
291 Total Other - Civil Defense	\$ 500	\$ 468	\$ 500	\$ 500	\$ -	0.00%	
291 Total Expenses - Civil Defense	\$ 500	\$ 468	\$ 500	\$ 500	\$ -	0.00%	
292 Total Salaries - Dog Officer	\$ 8,944	\$ 8,722	\$ 8,986	\$ 9,254	\$ 268	2.98%	
292 Total Other - Dog Officer	\$ 1,765	\$ 1,836	\$ 1,823	\$ 1,553	\$ (270)	-14.81%	
292 Total Expenses - Dog Officer	\$ 10,709	\$ 10,558	\$ 10,809	\$ 10,807	\$ (2)	-0.02%	
299 Total Salaries - Field Driver	\$ 40	\$ 40	\$ 45	\$ 45	\$ -	0.00%	
299 Total Other - Field Driver	\$ -	\$ -	\$ -	\$ 15	\$ 15	0.00%	
299 Total Expenses - Field Driver	\$ 40	\$ 40	\$ 45	\$ 60	\$ 15	33.33%	
Total Salaries - Protection	\$ 1,355,079	\$ 1,282,330	\$ 1,386,174	\$ 1,448,395	\$ 62,221	4.49%	(224,102)
Total Other - Protection	\$ 208,728	\$ 212,340	\$ 230,521	\$ 241,519	\$ 10,998	4.77%	(26,420)
Total Expenses - Protection	\$ 1,563,807	\$ 1,494,669	\$ 1,616,695	\$ 1,689,914	\$ 73,219	4.53%	(250,522)

Proposed B budget reductions:

Line 210: Layoff 2 full time police officers; reduce staffing on all shifts, eliminate most overtime, up to 10% unfilled shifts per year leading to severe impact on services

Line 220: Layoff one full time firefighter; reduce staffing by 50 hours per week, periodical unfilled shifts, severe impact to services

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
300 Total Salaries - Blanchard School	\$ 3,123,008	\$ 3,108,130	\$ 3,309,247	\$ 3,584,199	\$ 274,952	8.31%	\$ (445,750)
300 Total Other - School-Blanchard School	\$ 1,419,766	\$ 1,361,831	\$ 1,482,070	\$ 1,452,182	\$ (29,888)	-2.02%	\$ (80,762)
300 Total Expenses - Blanchard School	\$ 4,542,774	\$ 4,469,961	\$ 4,791,317	\$ 5,036,381	\$ 245,064	5.11%	(526,512)

Proposed B budget reductions:

Line 300: decrease in school budget by \$526,512 including unemployment insurance net of benefits as communicated by the school committee

This would eliminate 6.3 FTE educators, 4.8 FTE support personnel, and 0.2 FTE administration. It would reduce or eliminate textbooks, technology, library books, supplies, etc. (details in Finance Committee report at end of the warrant.)

310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
310 Total Other - Minuteman Vocational HS	\$ 195,973	\$ 124,596	\$ 174,774	\$ 233,461	\$ 58,687	33.58%	
310 Total Expenses - Minuteman Vocational HS	\$ 195,973	\$ 124,596	\$ 174,774	\$ 233,461	\$ 58,687	33.58%	
320 Total Salaries - A/B RHS Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
320 Total Other - A/B RHS Assessment	\$ 4,326,696	\$ 4,297,564	\$ 4,788,078	\$ 5,136,802	\$ 348,724	7.28%	
320 Total Expenses - A/B RHS Assessment	\$ 4,326,696	\$ 4,297,564	\$ 4,788,078	\$ 5,136,802	\$ 348,724	7.28%	
Total Salaries - Education	\$ 3,123,008	\$ 3,108,130	\$ 3,309,247	\$ 3,584,199	\$ 274,952	8.31%	(445,750)
Total Other - Education	\$ 5,942,435	\$ 5,783,991	\$ 6,444,922	\$ 6,822,445	\$ 377,523	5.86%	\$ (80,762)
Total Expenses - Education	\$ 9,065,443	\$ 8,892,121	\$ 9,754,169	\$ 10,406,644	\$ 652,475	6.69%	(526,512)

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
422 Total Salaries - Public Works	\$ 274,520	\$ 274,156	\$ 337,676	\$ 358,012	\$ 20,336	6.02%	(38,738)
422 Total Other - Public Works	\$ 231,983	\$ 174,909	\$ 202,828	\$ 211,428	\$ 8,600	4.24%	
422 Total Expenses - Public Works	\$ 506,503	\$ 449,065	\$ 540,504	\$ 569,440	\$ 28,936	5.35%	(38,738)
423 Total Salaries - Snow & Ice	\$ 33,306	\$ 28,254	\$ 33,306	\$ 33,306	\$ -	0.00%	
423 Total Other - Snow & Ice	\$ 32,000	\$ 30,311	\$ 32,000	\$ 35,280	\$ 3,280	10.25%	
423 Total Expenses - Snow & Ice	\$ 65,306	\$ 58,564	\$ 65,306	\$ 68,586	\$ 3,280	5.02%	
424 Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
424 Total Other - Street Lighting	\$ 2,950	\$ 3,158	\$ 2,950	\$ 3,098	\$ 148	5.02%	
424 Total Expenses - Street Lighting	\$ 2,950	\$ 3,158	\$ 2,950	\$ 3,098	\$ 148	5.02%	
429 Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
429 Total Other - Fuel	\$ 32,767	\$ 29,620	\$ 34,767	\$ 36,510	\$ 1,743	5.01%	
429 Total Expenses - Fuel	\$ 32,767	\$ 29,620	\$ 34,767	\$ 36,510	\$ 1,743	5.01%	
431 Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
431 Total Other - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
431 Total Expenses - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
491 Total Salaries - Cemetery	\$ 7,807	\$ 7,355	\$ 7,807	\$ 8,030	\$ 223	2.86%	
491 Total Other - Cemetery	\$ 1,150	\$ 1,117	\$ 1,150	\$ 1,415	\$ 265	23.04%	
491 Total Expenses - Cemetery	\$ 8,957	\$ 8,472	\$ 8,957	\$ 9,445	\$ 488	5.45%	
Total Salaries-Public Works & Facilities	\$ 315,633	\$ 309,764	\$ 378,789	\$ 399,348	\$ 20,559	5.43%	(38,738)
Total - Other Public Works & Facilities	\$ 300,850	\$ 239,115	\$ 273,695	\$ 287,731	\$ 14,036	5.13%	
Total Expenses-Public Works - Facilities	\$ 616,483	\$ 548,879	\$ 652,484	\$ 687,079	\$ 34,595	5.30%	(38,738)

Proposed B budget reductions:

Line 422: Public Works: Eliminate one DPW staff position, reallocate to Building and Grounds Maintenance;
reduce services such as road and field maintenance, snow removal, sanding, and street sweeping

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
510 Total Other - Landfill Monitoring	\$ 5,500	\$ 1,860	\$ 5,500	\$ 5,500	\$ -	0.00%	
510 Total Expenses - Landfill Monitoring	\$ 5,500	\$ 1,860	\$ 5,500	\$ 5,500	\$ -	0.00%	
511 Total Salaries - Board of Health	\$ 501	\$ 417	\$ 501	\$ 501	\$ -	0.00%	
511 Total Other - Board of Health	\$ 1,765	\$ 895	\$ 1,765	\$ 1,765	\$ -	0.00%	
511 Total Expenses - Board of Health	\$ 2,266	\$ 1,312	\$ 2,266	\$ 2,266	\$ -	0.00%	
519 Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
519 Total Other - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 9,073	\$ -	0.00%	
519 Total Expenses - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 9,073	\$ -	0.00%	
521 Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
521 Total Other - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ 6,000	\$ 2,000	50.00%	
521 Total Expenses - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ 6,000	\$ 2,000	50.00%	
522 Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
522 Total Other - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 2,325	\$ -	0.00%	
522 Total Expenses - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 2,325	\$ -	0.00%	
523 Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
523 Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
523 Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
541 Total Salaries - Council on Aging	\$ 22,065	\$ 22,065	\$ 23,513	\$ 27,252	\$ 3,739	15.90%	(2,242)
541 Total Other - Council on Aging	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,651	\$ (134)	-4.81%	
541 Total Expenses - Council on Aging	\$ 24,850	\$ 24,850	\$ 26,298	\$ 29,903	\$ 3,605	13.71%	(2,242)
543 Total Salaries - Veterans	\$ 50	\$ 50	\$ 50	\$ 50	\$ -	0.00%	
543 Total Other - Veterans	\$ 250	\$ 557	\$ 50	\$ 50	\$ -	0.00%	
543 Total Expenses - Veterans	\$ 300	\$ 607	\$ 100	\$ 100	\$ -	0.00%	
599 Total Salaries - Inspect of Animals	\$ 783	\$ 783	\$ 807	\$ 831	\$ 24	2.97%	
599 Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
599 Total Expenses - Inspect of Animals	\$ 783	\$ 783	\$ 807	\$ 831	\$ 24	2.97%	
600 Total Salaries - Animal Control Officer	\$ 2,126	\$ 2,125	\$ 2,189	\$ 2,255	\$ 66	3.02%	
600 Total Other - Animal Control Officer	\$ -	\$ -	\$ 330	\$ 330	\$ -	0.00%	
600 Total Expenses - Animal Control Officer	\$ 2,126	\$ 2,125	\$ 2,519	\$ 2,585	\$ 66	2.62%	
Total Salaries-Health Services	\$ 25,525	\$ 25,439	\$ 27,060	\$ 30,889	\$ 3,829	14.15%	(2,242)
Total - Other - Health Services	\$ 32,698	\$ 28,495	\$ 32,828	\$ 34,694	\$ 1,866	5.68%	
Total Expenses-Health Services	\$ 58,223	\$ 53,934	\$ 59,888	\$ 65,583	\$ 5,695	9.51%	(2,242)

Budget changes include:

Line 541: Additional 3 hours/week for COA coordinator

Proposed B budget reductions:

Line 541: Eliminate additional 3 hours/week for COA coordinator

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
610 Total Salaries - Library	\$ 86,308	\$ 83,313	\$ 101,377	\$ 119,049	\$ 17,672	17.43%	
610 Total Other - Library	\$ 39,321	\$ 39,310	\$ 68,890	\$ 82,953	\$ 14,063	20.41%	(20,200)
610 Total Expenses - Library	\$ 125,629	\$ 122,623	\$ 170,267	\$ 202,002	\$ 31,735	18.64%	(20,200)
630 Total Salaries - Recreation Comm	\$ 20,665	\$ 18,983	\$ 21,268	\$ 22,962	\$ 1,694	7.97%	
630 Total Other - Recreation Comm	\$ 9,630	\$ 8,244	\$ 9,028	\$ 9,900	\$ 872	9.66%	
630 Total Expenses - Recreation Comm	\$ 30,295	\$ 27,227	\$ 30,296	\$ 32,862	\$ 2,566	8.47%	
691 Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
691 Total Other - Historical Comm	\$ 300	\$ 300	\$ 300	\$ 5,361	\$ 5,061	1687.00%	
691 Total Expenses - Historical Comm	\$ 300	\$ 300	\$ 300	\$ 5,361	\$ 5,061	1687.00%	
692 Total Salaries - Public Celebration	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
692 Total Other - Public Celebration	\$ 700	\$ 375	\$ 665	\$ 665	\$ -	0.00%	
692 Total Expenses - Public Celebration	\$ 700	\$ 375	\$ 665	\$ 665	\$ -	0.00%	
693 Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
693 Total Other - Steele Farm	\$ 500	\$ 209	\$ 500	\$ 500	\$ -	0.00%	
693 Total Expenses - Steele Farm	\$ 500	\$ 209	\$ 500	\$ 500	\$ -	0.00%	
699 Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
699 Total Other - A/B Cultural Council	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
699 Total Expenses - A/B Cultural Council	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
Total Salaries - Culture & Recreation	\$ 106,973	\$ 102,296	\$ 122,645	\$ 142,011	\$ 19,366	15.79%	
Total Other- Culture & Recreation	\$ 51,451	\$ 49,438	\$ 80,383	\$ 100,379	\$ 19,996	24.88%	(20,200)
Total Expenses - Culture & Recreation	\$ 158,424	\$ 151,734	\$ 203,028	\$ 242,390	\$ 39,362	19.39%	(20,200)

Budget changes include:

Line 610: Total Library Expenses up \$34,025, related to the additional hours authorized by the May 2004 ATM warrant article and increased facility costs for a significantly larger building.

Line 691: Historical Commission total expenses up \$5,061: related to the utility costs of operating the old library as a Town Museum and a storage place for Town documents. \$3,100 of this amount was in the Town Hall budget for FY 2005

Proposed B budget reductions:

Line 610: Hours at the brand new library will be reduced by 20%, from five to four days a week. Boxborough will have the fewest weekly operating hours of any area town. The reduction will prevent the library from buying 300 new books (about 6 new books per week).

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
710 Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
710 Total Other - Maturing Debt Principal	\$ 857,684	\$ 858,320	\$ 552,752	\$ 501,000	\$ (51,752)	-9.36%	
710 Total Expenses - Maturing Debt Principal	\$ 857,684	\$ 858,320	\$ 552,752	\$ 501,000	\$ (51,752)	-9.36%	
751 Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
751 Total Other - Maturing Debt Interest	\$ 562,368	\$ 490,912	\$ 559,314	\$ 609,139	\$ 49,825	8.91%	
751 Total Expenses - Maturing Debt Interest	\$ 562,368	\$ 490,912	\$ 559,314	\$ 609,139	\$ 49,825	8.91%	
Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Other - Debt Service	\$ 1,420,052	\$ 1,349,232	\$ 1,112,066	\$ 1,110,139	\$ (1,927)	-0.17%	
Total Expenses - Debt Service	\$ 1,420,052	\$ 1,349,232	\$ 1,112,066	\$ 1,110,139	\$ (1,927)	-0.17%	
830 Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
830 Total Other - County Ret Assessment	\$ 232,331	\$ 232,331	\$ 264,076	\$ 276,433	\$ 12,357	4.68%	
830 Total Expenses - County Ret Assessment	\$ 232,331	\$ 232,331	\$ 264,076	\$ 276,433	\$ 12,357	4.68%	
912 Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
912 Total Other - Other Benefit Insurance	\$ 98,049	\$ 45,178	\$ 67,853	\$ 75,820	\$ 7,967	11.74%	\$ 181,179
912 Total Expenses - Other Benefit Insurance	\$ 98,049	\$ 45,178	\$ 67,853	\$ 75,820	\$ 7,967	11.74%	\$ 181,179
913 Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
913 Total Other - Deferred Compensation	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.00%	
913 Total Expenses - Deferred Compensation	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.00%	
914 Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
914 Total Other - FICA	\$ 22,500	\$ 10,421	\$ 12,000	\$ 12,600	\$ 600	5.00%	
914 Total Expenses - FICA	\$ 22,500	\$ 10,421	\$ 12,000	\$ 12,600	\$ 600	5.00%	
915 Total Salaries - Med,Life, LTD Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
915 Total Other - Med,Life, LTD Insurance	\$ 802,430	\$ 802,430	\$ 911,675	\$ 1,020,856	\$ 109,181	11.98%	\$ (122,668)
915 Total Expenses - Med,Life, LTD Insurance	\$ 802,430	\$ 802,430	\$ 911,675	\$ 1,020,856	\$ 109,181	11.98%	\$ (122,668)
945 Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
945 Total Other - Liability Insurance	\$ 80,000	\$ 78,090	\$ 90,000	\$ 99,396	\$ 9,396	10.44%	
945 Total Expenses - Liability Insurance	\$ 80,000	\$ 78,090	\$ 90,000	\$ 99,396	\$ 9,396	10.44%	
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Other- Employee Benefits	\$ 1,235,310	\$ 1,168,450	\$ 1,345,604	\$ 1,490,105	\$ 144,501	10.74%	\$ 58,511
Total Expenses- Employee Benefits	\$ 1,235,310	\$ 1,168,450	\$ 1,345,604	\$ 1,490,105	\$ 144,501	10.74%	\$ 58,511

Budget changes include:

Line 913: item was added per contractual obligation

Proposed B budget reductions:

Line 912: Estimated increase in unemployment insurance due to layoffs

Line 915: Estimated decreases in benefits due to layoffs

Results in an estimated net increase to total Benefits Expenses

<u>Account Name</u>	<u>FY04 BUDGET</u>	<u>FY04 ACTUAL</u>	<u>FY05 BUDGET</u>	<u>FY06 BUDGET</u>	<u>FY06 BUDGET VS FY05</u>	<u>% CHANGE FY06 VS FY05</u>	<u>Proposed B budget reductions</u>
TOTAL SALARIES							
Town Government	\$ 621,158	\$ 606,461	\$ 624,305	\$ 628,426	\$ 4,121	0.66%	\$ (20,297)
Protection	\$ 1,355,079	\$ 1,282,330	\$ 1,386,174	\$ 1,448,395	\$ 62,221	4.49%	\$ (224,103)
Public Works & Facilities	\$ 315,633	\$ 309,764	\$ 378,789	\$ 399,348	\$ 20,559	5.43%	\$ (38,738)
Health Services	\$ 25,525	\$ 25,439	\$ 27,060	\$ 30,889	\$ 3,829	14.15%	\$ (2,242)
Cultural & Recreation	\$ 106,973	\$ 102,296	\$ 122,645	\$ 142,011	\$ 19,366	15.79%	\$ (11,905)
SUB-TOTAL TOWN	\$ 2,424,369	\$ 2,326,290	\$ 2,538,973	\$ 2,649,069	\$ 110,096	4.34%	\$ (297,285)
Education - Blanchard	\$ 3,123,008	\$ 3,108,130	\$ 3,309,247	\$ 3,584,199	\$ 274,952	8.31%	\$ (445,750)
TOTAL SALARIES	\$ 5,547,377	\$ 5,434,420	\$ 5,848,220	\$ 6,233,268	\$ 385,048	6.58%	\$ (743,035)
TOTAL OTHER EXPENSES							
Town Government	\$ 228,219	\$ 192,468	\$ 226,542	\$ 251,052	\$ 24,510	10.82%	\$ -
Protection	\$ 208,728	\$ 212,340	\$ 230,521	\$ 241,519	\$ 10,998	4.77%	\$ (26,420)
Public Works & Facilities	\$ 300,850	\$ 239,115	\$ 273,695	\$ 287,731	\$ 14,036	5.13%	\$ -
Health Services	\$ 32,698	\$ 28,495	\$ 32,828	\$ 34,694	\$ 1,866	5.68%	\$ -
Cultural & Recreation	\$ 51,451	\$ 49,438	\$ 80,383	\$ 100,379	\$ 19,996	24.88%	\$ (8,295)
SUB-TOTAL TOWN	\$ 821,946	\$ 721,856	\$ 843,969	\$ 915,375	\$ 71,406	8.46%	\$ (34,715)
Education							
Blanchard	\$ 1,419,766	\$ 1,361,831	\$ 1,482,070	\$ 1,452,182	\$ (29,888)	-2.02%	\$ (80,762)
Minuteman Vocational High School	\$ 195,973	\$ 124,596	\$ 174,774	\$ 233,461	\$ 58,687	33.58%	\$ -
A/B RHS Assessment	\$ 4,326,696	\$ 4,297,564	\$ 4,788,078	\$ 5,136,802	\$ 348,724	7.28%	\$ -
SUB-TOTAL EDUCATION	\$ 5,942,435	\$ 5,783,991	\$ 6,444,922	\$ 6,822,445	\$ 377,523	5.86%	\$ (80,762)
Employee Benefits	\$ 1,235,310	\$ 1,233,448	\$ 1,345,604	\$ 1,490,105	\$ 144,501	10.74%	\$ 58,512
Debt Service	\$ 1,420,052	\$ 1,349,232	\$ 1,112,066	\$ 1,110,139	\$ (1,927)	-0.17%	\$ -
Reserve Fund	\$ 95,271	\$ -	\$ 146,000	\$ 146,000	\$ -	0.00%	\$ -
TOTAL OTHER EXPENSES	\$ 9,515,014	\$ 9,088,527	\$ 9,892,561	\$ 10,484,064	\$ 591,503	5.98%	\$ (56,965)
TOTAL SALARIES AND EXPENSES	\$ 15,062,391	\$ 14,522,947	\$ 15,740,781	\$ 16,717,332	\$ 976,551	6.20%	\$ (800,000)
BUDGET SUMMARIES - BY FUNCTION							
TOTAL SALARIES AND EXPENSES							
Town Government	\$ 849,377	\$ 798,930	\$ 850,847	\$ 879,478	\$ 28,631	3.36%	\$ (20,297)
Protection	\$ 1,563,807	\$ 1,494,669	\$ 1,616,695	\$ 1,689,914	\$ 73,219	4.53%	\$ (250,523)
Public Works & Facilities	\$ 616,483	\$ 548,879	\$ 652,484	\$ 687,079	\$ 34,595	5.30%	\$ (38,738)
Health Services	\$ 58,223	\$ 53,934	\$ 59,888	\$ 65,583	\$ 5,695	9.51%	\$ (2,242)
Cultural & Recreation	\$ 158,424	\$ 151,734	\$ 203,028	\$ 242,390	\$ 39,362	19.39%	\$ (20,200)
SUB-TOTAL TOWN	\$ 3,246,315	\$ 3,048,147	\$ 3,382,942	\$ 3,564,444	\$ 181,502	5.37%	\$ (332,000)
Education							
Blanchard	\$ 4,542,774	\$ 4,469,961	\$ 4,791,317	\$ 5,036,381	\$ 245,064	5.11%	\$ (526,512)
Minuteman Vocational High School	\$ 195,973	\$ 124,596	\$ 174,774	\$ 233,461	\$ 58,687	33.58%	\$ -
A/B RHS Assessment	\$ 4,326,696	\$ 4,297,564	\$ 4,788,078	\$ 5,136,802	\$ 348,724	7.28%	\$ -
SUB-TOTAL EDUCATION	\$ 9,065,443	\$ 8,892,121	\$ 9,754,169	\$ 10,406,644	\$ 652,475	6.69%	\$ (526,512)
Employee Benefits	\$ 1,235,310	\$ 1,233,448	\$ 1,345,604	\$ 1,490,105	\$ 144,501	10.74%	\$ 58,512
Debt Service	\$ 1,420,052	\$ 1,349,232	\$ 1,112,066	\$ 1,110,139	\$ (1,927)	-0.17%	\$ -
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Reserve Fund	\$ 95,271	\$ -	\$ 146,000	\$ 146,000	\$ -	0.00%	\$ -
TOTAL SALARIES AND EXPENSES	\$ 15,062,391	\$ 14,522,947	\$ 15,740,781	\$ 16,717,332	\$ 976,551	6.20%	\$ (800,000)

Blanchard Memorial School						
FY 06						
Budget						
Accounts Summary						
ACCOUNT	CATEGORY	EXP. 04	APPROP 05	REQ. 06	\$ DIFF 06	% DIFF.
1100	School Comm.	18,482	16,613	13,995	-2,618	-15.76%
1400	Bus. Office	75,895	79,767	84,267	4,500	5.64%
2100	Special Ed Office	97,904	103,294	109,322	6,028	5.84%
2200	Supt/Prin	256,903	269,821	278,733	8,912	3.30%
2250	Tech Admin	93,608	108,118	113,851	5,733	5.30%
2300	Teaching	2,468,143	2,642,681	2,782,606	139,925	5.29%
2350	Prof. Development	80,102	65,602	94,254	28,652	43.68%
2400	Textbooks	10,113	10,113	10,450	337	3.33%
2500	Media	72,675	84,508	88,802	4,294	5.08%
2700	Guidance	32,042	44,190	35,248	-8,942	-20.24%
2800	Psychological	27,815	30,087	32,256	2,169	7.21%
3200	Health Services	41,324	44,879	51,606	6,727	14.99%
3300	Transportation	319,784	360,817	354,930	-5,887	-1.63%
3400	Food Services	6,211	6,399	24,916	18,517	289.37%
4130	Utilities	106,943	112,290	120,565	8,275	7.37%
4220	Maintenance	181,266	188,796	195,442	6,646	3.52%
4400	Technology	48,395	61,095	59,327	-1,768	-2.89%
5100	Retirement	56,548	6,150	0	-6,150	-100.00%
6300	Civic Activities	5,228	5,541	5,216	-325	-5.86%
7000	Capital Exp.	19,060	34,284	35,278	994	2.90%
9100	SPED Tuition	298,929	296,642	258,897	-37,745	-12.72%
9400	Collaborative	225,405	219,631	286,420	66,789	30.41%
	TOTALS	4,542,775	4,791,318	5,036,381	245,063	5.11%

ACTION ON ARTICLE 5, May 9, 2005. It was noted that the Accountant was still on steps so that his raise is 6%. Our Building Inspector is part time so that he doesn't get benefits. Mr. Rey feels that the pay scale hasn't changed to reflect the economy. Mr. Wheeler stated that there are steps and then cost of living raises. Mr. Fox stated that we established a dispatch service and now are looking into a regional dispatch service. We have four full-time and 2 part-time dispatchers. Mr. Manshel asked if we ever got State or Federal grants, and it was answered that the Police received a \$16,000.00 grant and the Fire Dept. received a \$15,000.00 grant. The Fire Dept. will replace their Jaws of Life, and they are waiting to hear about another grant. Mr. Fox stated that they have tried to reduce the pay schedule for the unions, but can be forced into arbitration. He said that we couldn't keep Police a few years ago because of their salaries. Mr. Dushin wanted the B budget explained. Mr. Brown stated that the businesses were against an increase in taxes. Businesses are faced with the same difficulties as the Town. On the subject of the increase in the cost of schools, it was brought out that we have more students in all our schools, we are paying down our debt, and we are expecting level or declining State revenues. Mr. Fallon stated that the State uses a very complicated formula. Mr. M. White said that there was a 26% increase in health insurance at the region. We don't need to have an override, we just have to stop spending. We're not going to see more businesses unless we stop increasing taxes. Fred Dushin made a motion to move the question. This motion carried.

On Mr. Kushner's motion, the Town did vote to appropriate the sum of

\$16,717,332

for the operations and expenses of the Town during the fiscal year beginning July 1, 2005, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading *FY '06 Budget*.

and to meet this appropriation that	\$11,252	be transferred from overlay surplus,
that an amount of	\$388,748	be transferred from Free Cash
and that the balance	\$16,317,332	be raised by taxation, provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Eight Hundred Thousand Dollars (\$800,000) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five.

This session of the Town Meeting adjourned at 10:40 p.m. and reconvened on Tuesday, May 10th at 7:40 p.m. with 244 present.

ARTICLE 6 PETITION ARTICLE – REZONE CERTAIN PARCELS TO TOWN CENTER##

(Two-thirds vote required)

To see if the Town will vote to rezone to Town Center (TC) Zoning the following parcels located along Massachusetts Avenue, in the area of Hughes Lane: Map 6, Group 4, Parcels 120-5.0; 120.4.0; 119-0.0; 117-3.0; 117-2.0; 117-1.0; 120-1.0; 120-2.0; and 373-0.0 (only that portion that lies within Districts 12 and 12A and extending to Parcel 116-0.0); and to amend the Zoning Map and Definitions of Districts accordingly; or take any other action related thereto.

NB: The Planning Board will hold a public hearing on the citizens' petition on Monday, May 2nd at 8pm.

The Finance Committee defers its recommendation until Town Meeting.

ACTION ON ARTICLE 6, May 10, 2005. Mr. L. White stated that there is allowed access through a Business Zone through Special Permits. He wants twelve houses strictly for 55 and over. Other housing units would be allowable. There would be 65% open space in Town Center. If it were built under 40B it would be heavy in residents. The Finance Committee does not have a formal recommendation due to the scheduling of a late meeting. Karen Metheny read the following statement for the Planning Board:

“The Planning Board is unable to make a recommendation to Town Meeting regarding this article because the proponents have not provided enough information for the Board to make an informed recommendation.”

Mr. Murphy wanted to know how many units would be affordable and what price would the units be. It wouldn't do any good to build age 55 housing if the seniors couldn't afford them. Mr. White said they would be like the ones by the Acton Post Office. Ms. Shemowat stated that the houses on Parcel 120.0 are not in the article. Mr. McGrory made a motion to move the question. This motion carried. Mr. White made a motion to withdraw his motion. This motion carried.

ARTICLE 7 BLANCHARD MEMORIAL SCHOOL – PERSONNEL

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighty-Three Thousand and Ninety-Three Dollars (\$83,093), more or less, for the purpose of funding positions, hours and associated personnel benefits at the Blanchard School; further that the sum of Fifty-Nine Thousand and Ninety-Three Dollars (\$59,093) be transferred to FY 2006 Budget - Department 300, Total Salaries – Blanchard School, and the sum of Twenty-Four Thousand Dollars (\$24,000) be transferred to FY 2006 Budget - Department 915, Total Other – Med, Life, LTD Insurance, and provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Eighty-Three Thousand and Ninety-Three Dollars (\$83,093) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five; or take any other action relative thereto.

The School Committee unanimously recommends (5-0).

Passage of Article 7 would enable the School Committee to address class size concerns, meet mandated data entry requirements and provide classroom support resources. A total of \$59,093 would be placed in

the Blanchard School budget. A total of \$24,000 for potential health benefits would be placed in the town benefits line.

This article provides funding for:

2.0 FTE paraprofessionals	\$34,288
Increase guidance from .8 FTE to 1.0 FTE	\$8,812
Increase special education resource room teacher from .6 FTE to .8 FTE	\$11,493
Increase data entry from .4 FTE to .6 FTE	\$4,500
Potential associated benefits (\$12,000 per person)	\$24,000

NB: 0.2 FTE = 1 day

The Finance Committee recommends (4-3).

Finance Committee representatives have attended School Committee meetings, budget hearings, and other forums at which the case has been persuasively made for the educational and developmental value of the proposed paraprofessional and specialist additions to the Blanchard Staff. We believe that on balance the benefits provided to Blanchard students by these staff increases outweigh the costs to the community at large.

The source of funds for this Warrant Article is a General Levy Limit Override in the amount of \$83,093. The tax rate impact for passage of this article, should it pass, will be \$0.088 per \$1000 valuation, or \$44.81 for the “average” \$508,000 single-family residence.

ACTION ON ARTICLE 7, May 10, 2005. On Ms. Ginty-Geist’s motion, the Town did vote to raise and appropriate the sum of Eighty-Three Thousand and Ninety-Three Dollars (\$83,093) for the purpose of funding positions, hours and associated personnel benefits at the Blanchard School; further that the sum of Fifty-Nine Thousand and Ninety-Three Dollars (\$59,093) of said amount be transferred to FY 2006 Budget - Department 300, Total Salaries – Blanchard School, and the sum of Twenty-Four Thousand Dollars (\$24,000) of said amount be transferred to FY 2006 Budget - Department 915, Total Other – Med, Life, LTD Insurance, and provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Eighty-Three Thousand and Ninety-Three Dollars (\$83,093) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five.

ARTICLE 8 BLANCHARD MEMORIAL SCHOOL – INFRASTRUCTURE AND EDUCATIONAL PROGRAM COSTS

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventy Thousand One Hundred and Fifty-Seven Dollars (\$70,157), more or less, for the purpose of providing textbooks, supplies, capital replacements, and technology replacement purchases for the Blanchard School, provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Seventy Thousand One Hundred and Fifty-Seven Dollars (\$70,157) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five; or take any other action relative thereto.

The School Committee unanimously recommends (5-0).

Passage of Article 8 would enable the School Committee to reestablish investments in textbooks, technology, general and grade level supplies and carpet replacement that have been substantially reduced or eliminated over the last three years due to fiscal constraints.

This article provides funding for:

Leveled textbook purchases for primary grades	\$10,000
Technology purchases	\$25,000
Social studies textbooks for two grade levels	\$15,220
Partial funding for Cape Code trip transportation	\$2,600
Supplies (general and grade level)	\$11,407
Carpet replacement	\$4,900
Professional affiliation (M.A.S.S.)	\$1,030

The Finance Committee recommends unanimously.

Finance Committee representatives have attended many School Committee meetings, hearings, and other forums at which the shortfalls in purchases of educational materials over the past few years have been persuasively described. We believe it is extremely important that teachers be provided with up-to-date materials in the classrooms, so as to maintain the high standards of education provided by Blanchard School. This article will moreover provide a substantial injection of up-to-date information technology hardware and software to meet our obligations under the state-approved Five-Year Technology Plan. Further deferring these investments would lead to a critical situation simultaneously overburdening teachers and disadvantaging Blanchard students in their educational progress through and past graduation.

The source of funds for this Warrant Article is a General Levy Limit Override in the amount of \$70,157. The tax rate impact for passage of this article, should it pass, will be \$0.074 per \$1000 valuation, or \$37.87 for the “average” \$508,000 single-family residence.

ACTION ON ARTICLE 8, May 10, 2005. On Ms. Ginty-Geist’s motion, the Town did vote to raise and appropriate the sum of Seventy Thousand One Hundred and Fifty-Seven Dollars (\$70,157) for the purpose of providing textbooks, supplies, capital replacements, and technology replacement purchases for the Blanchard School, provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Seventy Thousand One Hundred and Fifty-Seven Dollars (\$70,157) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five.

ARTICLE 9 BLANCHARD MEMORIAL SCHOOL – CAPITAL INFRASTRUCTURE EVALUATION

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventeen Thousand Five Hundred Dollars (\$17,500), more or less, for the purpose of conducting a facility systems’ review for the Blanchard Memorial School; or take any other action relative thereto.

The School Committee unanimously recommends (5-0).

This systems’ analysis review report will provide necessary information needed to create a 5-year maintenance, replacement, and upgrade capital plan for the Blanchard Memorial School.

The Finance Committee recommends by a majority vote.

The Finance Committee believes that it is highly important to properly manage the Town's capital assets. This article will fund architectural and engineering consultants to provide a health and status report for the key school building systems, recommending timetables and schedules for maintenance and upgrade. It is important for voters to understand that large portions of the Blanchard School were not renovated when the new addition was built, implying greater concerns over the remaining useful life of building systems that may not be apparent to those who only see the new façade of the building. This expenditure is insurance against vastly larger financial obligations that could ensue should important building systems fail or demand excessive maintenance.

The proposed funding mechanism for this warrant article is to provide the required monies from free cash. This strategy will have no direct effect upon FY '06 tax rates or average tax bills, although it will indirectly affect out year tax rates, since the money thus expended will not be available in future years to offset expenses. The proposed amount is approximately 2.6% of the town's available free cash.

ACTION ON ARTICLE 9, May 10, 2005. On Ms. Ginty-Geist's motion, the Town did vote to transfer from Free Cash the sum of Seventeen Thousand Five Hundred Dollars (\$17,500) for the purpose of conducting a facility systems' review for the Blanchard Memorial School.

ARTICLE 10 LIBRARY – ADDITIONAL HOURS OF OPERATION

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand One Hundred and Seventy-Nine Dollars (\$10,179), more or less, for the purposes of funding personnel and operating costs to add four more hours of operation at the Sargent Memorial Library; further that the sum of Eight Thousand One Hundred and Eighty-five Dollars (\$8,185) be transferred to FY 2006 Budget - Department 610, Total Salaries – Library, and the sum of One Thousand Nine Hundred and Ninety-Four Dollars (\$1,994) be transferred to FY 2006 Budget - Department 610, Total Other – Library, and provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Ten Thousand One Hundred and Seventy-Nine Dollars (\$10,179) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five; or take any other action relative thereto.

The Board of Library Trustees recommends.

The most frequent request made of the Library Director at our old building was that the Library be open more hours. Now that the new building is open, this request has even more relevance. This article will make it possible to keep the Library open an additional four hours per week over what is funded in Article 5. Even with these additional four hours, Boxborough's total number of hours of operation will be considerably less than the average hours provided by surrounding towns.

The Finance Committee recommends by a majority vote.

This article expands coverage by an additional 4 hours per week. The source of funds for this warrant article is a general levy limit override. The increase in taxation will be \$0.011 per \$1000 valuation, or \$5.50 for the "average" single-family home of \$508,000 valuation. Since the override proposed is general, the increased cost of these additional library services will be carried on the levy limit into the out years.

ACTION ON ARTICLE 10, May 10, 2005. On Ms. Ginty-Geist's motion, the Town did vote to raise and appropriate the sum of Ten Thousand One Hundred and Seventy-Nine Dollars (\$10,179) for the purposes of funding personnel and operating costs to add four more hours of operation at the Sargent

Memorial Library; further that the sum of Eight Thousand One Hundred and Eighty-five Dollars (\$8,185) of said amount be transferred to FY 2006 Budget - Department 610, Total Salaries – Library, and the sum of One Thousand Nine Hundred and Ninety-Four Dollars (\$1,994) of said amount be transferred to FY 2006 Budget - Department 610, Total Other – Library, and provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Ten Thousand One Hundred and Seventy-Nine Dollars (\$10,179) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and five.

ARTICLE 11 CAPITAL EXPENDITURE – RADIO ALARM BOXES

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fourteen Thousand Dollars (\$14,000), more or less, for the purposes of funding radio alarm boxes and monitoring equipment at the Blanchard Memorial School and the former library facility; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The Fire Chief recommends that all town buildings and their assets be protected by Radio Alarm Boxes, which act like a central fire alarm system. The main reason for installing Radio Boxes is for the protection of town assets: equipment, records and irreplaceable assets. Better alarm systems could prevent large losses.

The Fire Chief has evaluated all of the town buildings and created a needs assessment. Based on his research as well as that of the finance team, this article will cover the purchase and installation of radio boxes in Blanchard and the old library building. We will upgrade the Highway Barn, the Town Hall and the pump house on Hager Hill using alternate funding resources. The new library had a radio box installed during construction. Finally, due to the adequate systems already in place at the Fire House and Police Station, these buildings will not be upgraded at this time.

We will also be installing a flood alarm in the basement of the old library. The basement has been known to flood in the past, and since we will be storing irreplaceable town records there we do not want to risk water damage.

The Finance Committee recommends unanimously.

This article provides a direct link to the Dispatch and Fire Station for the Blanchard Memorial School and the former library. The current alarm system directs emergency calls via a security company who in turn calls the dispatch center. The new system would be a direct link to the Fire Department, which would reduce the response time and could specifically determine the location of the emergency. Each box additionally has the capability to determine if there is low heat in the building and a water alarm. The new Library is currently using this system.

The proposed funding mechanism for this warrant article is to provide the required monies from free cash. This strategy would have no direct effect upon FY '06 tax rates or average tax bills, although it will indirectly affect out year tax rates, since the money thus expended will not be available in future years to offset expenses. The proposed amount is approximately 2% of the town's available free cash.

ACTION ON ARTICLE 11, May 10, 2005. On Mr. Birt's motion, the Town did vote to transfer from Free Cash the sum of Fourteen Thousand Dollars (\$14,000) for the purposes of funding radio alarm boxes and monitoring equipment at the Blanchard Memorial School and the former library facility.

ARTICLE 12 CAPITAL EXPENDITURE – AMBULANCE

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of One Hundred Forty-Five Thousand Dollars (\$145,000), more or less, for the purpose of acquiring and equipping a new Ambulance for the Fire Department, including costs incidental and related thereto, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to exempt from the provisions of proposition two and one-half, so-called, in accordance with Chapter 59, Section 21C(k) of the General Laws, the amounts required to pay for the bond issued for said purpose; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The current ambulance is in need of replacement. It is over 10 years old and most importantly it has failed its most recent inspection. We can still operate it for the near term, but it is beginning to “go downhill.” Quick facts include:

- There are over 60,000 miles on it
- Primary issues are body rust, paint, integrity of body
- Oxygen filling station is not up to current standards and therefore dangerous for firefighters and EMTs to use
- Rear springs need replacing
- Brakes need servicing

This is a case of replace it now or risk having to remove it from service at any given time. The Selectmen are committed to providing professional emergency service to the town, and recommend that the ambulance be purchased before any interruption may occur.

The Finance Committee recommends unanimously.

Passage of this article will authorize the Town to purchase and equip a new ambulance for the Fire Department. The proposed ambulance will replace the current vehicle, which is approximately 10 years old and its condition is deteriorating. The average life of an ambulance is 8-10 years. State inspectors are reluctant to re-license vehicles over ten years in age. The ambulance approximately generates over \$90,000 per year in revenue for the town. This figure is expected to increase due to the Chief’s successful negotiation of our billing percentage proceeds from 6% to 4%. This reduction in billing may increase the revenue by approximately \$3500 per year.

The proposed funding mechanism for this warrant article is a debt exclusion, indicating that the debt service costs of bonding the new ambulance will be excluded from the constraints of Proposition 2 1/2. Assuming a five-year bonding strategy, the yearly cost to the Town would be approximately \$30,000. This debt service expense would add approximately \$0.032 per \$1000 valuation, or \$16.18 for the “average” \$508,000 single-family home valuation.

ACTION ON ARTICLE 12, May 10, 2005. On Mr. Birt’s motion, the Town did vote, unanimously, that the sum of One Hundred Forty-Five Thousand Dollars (\$145,000) be and hereby is appropriated for the purpose of paying costs of acquiring and equipping a new ambulance for the Fire Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however, that no funds shall be borrowed or

expended hereunder unless and until the Town shall have voted by ballot at a municipal election to exempt from the provisions of proposition two and one-half, so-called, in accordance with Chapter 59, Section 21C(k) of the General Laws, the amounts required to pay for the bonds authorized by this vote.

ARTICLE 13 CAPITAL EXPENDITURE – CISTERN (STONEHEDGE PLACE)

(Majority vote required; two-thirds if from Stabilization Fund)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of replacing a water cistern currently located on Stonehedge Place; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

Home insurance bills in Boxborough are affected by periodic reviews of our Fire Protection abilities. Because the Town does not have a public water system with hydrants, a series of cisterns and ponds are located around the Town which can be used in fighting fires. The cistern located on Stonehedge place has developed a leak which needs to be fixed. Growth in the area dictates a need to increase the cistern capacity to meet the current Insurance Services Office (ISO) standards of 30,000 gallons.

The Finance Committee recommends unanimously.

The current cistern, which has a water capacity of 5000 gallons, is used to store water for the purpose of fire protection. The existing cistern has failed and will not hold water. The cistern will be replaced with concrete tank/tanks capable of holding 30,000 gallons of water. The minimum quantity of water recognized by the Insurance Services Office (ISO) is 30,000 gallons. The criterion is the delivery of at least 250 Gallons Per Minute (GPM) within five minutes of arrival of the first fire apparatus, and the continual delivery of at least 250 GPM for the needed fire flow duration. The minimum duration is two hours, which translates to a minimum supply of 30,000 gallons of water.

The proposed funding mechanism for this warrant article is to provide the required (up to) \$40,000 from the town's Stabilization Fund. This strategy would have no direct effect upon FY '06 tax rates or average tax bills, although it will indirectly affect out year tax rates, since the money thus expended will not be available in future years to offset expenses. This particular case seems quite apt for use of the Stabilization Fund, since it is an existing capital asset that has failed. The amount requested is less than 5% of the current Stabilization Fund balance.

ACTION ON ARTICLE 13, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, to transfer from the Stabilization Fund the sum of Forty Thousand Dollars (\$40,000) for the purpose of replacing a water cistern currently located on Stonehedge Place.

ARTICLE 14 FIRE DEPARTMENT – ADDITIONAL FIREFIGHTER/EMT

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventy-Two Thousand One Hundred and Ten Dollars (\$72,110), more or less, for the purposes of funding the salary, benefits and related expenses of one Firefighter/EMT; further that the sum of Sixty Thousand One Hundred and Ten Dollars (\$60,110) be transferred to FY 2006 Budget - Department 220, Total Salaries – Fire and the sum of Twelve Thousand Dollars (\$12,000) be transferred to FY 2006 Budget - Department 915, Total Other – Med, Life, LTD Insurance, and provided that no funds voted under this article shall be

expended unless the town has first voted by ballot at a municipal election to assess an additional Seventy-Two Thousand One Hundred and Ten Dollars (\$72,110) in real estate and personal property taxes for said purpose for the fiscal year beginning July first, two thousand and five; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

Fire Chief Lyons has presented the BoS with data that shows a continuing growing concern for his ability with the current staff to provide responsive service to the Town. The staffing model that the Town has used for many years requires a mixture of full and “Call” firefighters/EMT’s to cover the ambulance and fire calls. In recent years there has been an increase in ambulance calls requiring the transportation of patients out of Town, leaving the Town with no one at the station for an average of an hour at a time. “Call” firefighters are depended upon to backfill and supplement on-duty staff when required. Due to the changing demographics of Boxborough, volunteers for this duty are becoming harder to find, and are coming from great distances when called, increasing the already lengthy response times. The Chief is recommending this additional full-time position as a partial solution to a growing staffing concern, and the Board of Selectman strongly supports his recommendation.

The Finance Committee recommends unanimously.

The additional Firefighter (FF)/EMT will enable the town to have 4 fulltime employees five days per week for the day shifts. The 4th FF allows the dept. to effectively operate the ambulance with the required two EMT’s and a fire engine which should also be operated by two FF’s. The additional FF will also reduce the amount of time the dept. must rely on call FF’s. The Fire department must pay each call FF a minimum of two hours upon arrival regardless of the severity of the emergency or the amount of time spent at the station (the average call is 1 hour).

The source of funds for this warrant article is a general levy limit override in the amount of \$72,110. The increase in taxation will be \$0.077 per \$1000 valuation, or \$38.89 for the “average” single-family home of \$508,000 valuation. Since the override proposed is general, the increased cost of the additional firefighter will be carried on the levy limit into the out years.

ACTION ON ARTICLE 14, May 12, 2005. On Mr. Wheeler’s motion, the Town did vote to raise and appropriate the sum of Seventy-Two Thousand One Hundred and Ten Dollars (\$72,110), for the purposes of funding the salary, benefits and related expenses of one Firefighter/EMT; further that the sum of Sixty Thousand One Hundred and Ten Dollars (\$60,110) of said amount be transferred to FY 2006 Budget - Department 220, Total Salaries – Fire and the sum of Twelve Thousand Dollars (\$12,000) of said amount be transferred to FY 2006 Budget - Department 915, Total Other – Med, Life, LTD Insurance, and provided that no funds voted under this article shall be expended unless the town has first voted by ballot at a municipal election to assess an additional Seventy-Two Thousand One Hundred and Ten Dollars (\$72,110) in real estate and personal property taxes for said purpose for the fiscal year beginning July first, two thousand and five.

ARTICLE 15 TOWN HALL – ARCHITECTURAL DESIGN CONSULTANT

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of hiring an architectural/engineering consultant to assess Town Hall building systems, including electrical, HVAC, fire protection and energy efficiency as well as to develop schematic design alternatives and cost estimates for necessary building improvements; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

Over the past six months, the Town Administrator has been working with an architect to develop a revised floor plan for the downstairs of the old portion of Town Hall to improve space utilization and departmental adjacencies. In the course of this study, the architect identified significant deficiencies and modifications needing to be addressed in the building sprinkler, HVAC and electrical systems, which will require further specialized engineering study. This article funds the added studies necessary to fully assess the extent of the problems and develop a schematic design and cost estimates for the necessary improvements. The results of this will be brought to a future Town Meeting for approval before beginning any construction work.

The Finance Committee recommends by a majority vote.

Study of these items is needed at town hall. The proposed funding mechanism for this warrant article is to provide the required \$20,000 from free cash. This strategy would have no direct effect upon FY '06 tax rates or average tax bills, although it will indirectly affect out year tax rates, since the money thus expended will not be available in future years to offset expenses. The proposed amount is approximately 3% of the town's available free cash.

ACTION ON ARTICLE 15, May 12, 2005. On Mr. Bunyard's motion, the Town did vote, unanimously, to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) for the purpose of hiring an architectural/engineering consultant to assess Town Hall building systems, including electrical, HVAC, fire protection and energy efficiency as well as to develop schematic design alternatives and cost estimates for necessary building improvements.

ARTICLE 16 CAPITAL EXPENDITURE – STEELE FARM ELECTRICAL MODIFICATIONS

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Five Thousand Dollars (\$5,000), more or less, for the purpose of installing electrical modifications at Steele Farm; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The Board of Selectmen supports the efforts of the Steele Farm Advisory Committee to make much needed improvements to the electrical systems at the property. The Committee is seeking funding to modify the electrical service. At present, the power comes from a subpanel in the house. This subpanel also powers the well, providing water to the site. Over the years, the elevation on Middle Road has increased causing runoff water to flow toward the house resulting in a wet basement. As a result, the existing service and wiring in the house has deteriorated to the point that the Committee believes it to be dangerous and a fire hazard.

Electrical power is needed in the barn to facilitate repair work on the buildings, as well as for lighting and various functions held at the property. The modifications would include disconnecting power at the house and running the power underground directly to the barn from the pole. A couple of needed lights would also be added as part of the project to improve the utility of the barn. The well would also be serviced from the barn, allowing the continuation of the agricultural goals of the site.

The Finance Committee recommends unanimously.

This article provides safe electricity to the barn at Steele farm. The proposed funding mechanism for this warrant article is to provide the required \$5000 from free cash. This strategy would have no direct effect

upon FY '06 tax rates or average tax bills, although it will indirectly affect out year tax rates, since the money thus expended will not be available in future years to offset expenses. The proposed amount is less than 1% of the town's estimated free cash.

ACTION ON ARTICLE 16, May 12, 2005. On Mr. Birt's motion, the Town did vote, unanimously, to transfer from Free Cash the sum of Five Thousand Dollars (\$5,000) for the purpose of installing electrical modifications at Steele Farm.

ARTICLE 17 CAPITAL EXPENDITURE – GROUNDWATER SUPPLY TESTING
(Majority vote required; two-thirds, if from Stabilization Fund)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Sixty Thousand Dollars (\$60,000), more or less, for the purposes of installing exploration wells and all associated costs; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

This warrant article is necessary to follow up on Boxborough's first water resources study completed in 2002. The first study, completed by CDM/Maher, used fracture trace analysis to identify the areas in Boxborough where there might be enough water to support a public water supply.

Using the CMD study, we have identified two prime areas of interest. This warrant article asks for funding to drill test holes so that we can determine for a fact if a large supply of water exists in these locations.

The Board of Selectmen believes that this study is an investment in Boxborough's future. We need to identify and protect any potential well sites in the event that we ever have cause to initiate a public water supply.

The Water Resources Committee recommends unanimously.

This undertaking is the next step towards ensuring the safety of the town's drinking water supply for future generations. The WRC will be making a formal presentation at town meeting, and additional information will be also be available on the town's website.

The Finance Committee defers its recommendation until Town Meeting.

The proposed funding mechanism for this warrant article is to provide the required (up to) \$60,000 from the town's Stabilization Fund. This strategy would have no direct effect upon FY '06 tax rates or average tax bills, although it will indirectly affect out year tax rates, since the money thus expended will not be available in future years to offset expenses. The amount requested is less than 7% of the current Stabilization Fund balance.

ACTION ON ARTICLE 17, May 12, 2005. On Mr. Willis's motion, the Town did vote to transfer from the Stabilization Fund the sum of Sixty Thousand Dollars (\$60,000) for the purpose of installing exploration wells and all associated costs. The count on this article was 101 in favor; 31 opposed.

**ARTICLE 18 CAPITAL EXPENDITURE – REPLACE ROOFS AT TOWN HALL,
POLICE STATION AND STEELE FARM**

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty-One Thousand Four Hundred and Fifty Dollars (\$41,450), more or less, for the purposes of replacing roofs at the Town Hall, Police Station and Steele Farm barn, provided that no funds voted under this article shall be expended unless the town has first voted by ballot at the municipal election to assess an additional Forty-One Thousand Four Hundred and Fifty Dollars (\$41,450) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and five; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The roofs on the new Town Hall and the Police Station are the original ones from when those buildings were built in 1988. They are now both leaking and in need of replacement. The old Town Hall roof is newer, and not in need of repair at this time, although it also might need replacement in the next few years. The Board of Selectmen believes replacing the two roofs to be important to prevent further water damage. This is not an optional expenditure; it is critical to protecting our investment in these facilities.

The Finance Committee recommends by a majority vote.

We agree that roofs that leak are not good. The proposed funding mechanism for this warrant article is a one time capital exclusion, which means that the cost of this capital expenditure will be exempt from the provisions of Proposition 2 1/2 in the fiscal year incurred (FY '06). The tax rate impact of the \$41,450 roof replacement expenditure will be \$0.044 per \$1000 valuation, or \$22.35 for the “average” single-family home of \$508,000 valuation.

ACTION ON ARTICLE 18, May 12, 2005. On Mr. Bunyard’s motion, the Town did vote, unanimously, to raise and appropriate the sum of Forty-One Thousand Four Hundred and Fifty Dollars (\$41,450), for the purposes of replacing roofs at the Town Hall, Police Station and Steele Farm barn, provided that no funds voted under this article shall be expended unless the town has first voted by ballot at the municipal election to assess an additional Forty-One Thousand Four Hundred and Fifty Dollars (\$41,450) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and five.

ARTICLE 19 REVOLVING FUND – CONSERVATION COMMISSION

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fees associated with the regulation of the local Wetland Bylaw and that all fees be deposited in said fund to pay for expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses), up to a maximum of Twenty Thousand Dollars (\$20,000), to be under the direction of the Conservation Commission within the administrative procedures established by the Board of Selectmen; the Commission shall approve all such expenditures by majority vote; and further to provide that the monies remaining in the fund at the end of the fiscal year 2006 be carried over into fiscal year 2007 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The Conservation Commission has begun collecting increased fees for filings under the Town's Wetlands Bylaw. These fees now include monies to cover outside consultants hired by the Commission to evaluate the individual applications for compliance with the bylaws. In the past the applicants have paid for these studies directly. This revolving fund will be used to hold the fees in a way that keeps them available to fund these studies as needed. Certain portions of the fees collected will accrue to the town's general fund to cover administrative costs incurred in managing the Wetlands Bylaw, in accordance with administrative procedures to be issued by the Board of Selectman.

The Conservation Commission recommends.

The money in the Revolving Fund is raised from filing fees under the Town Wetland Bylaw. The money is needed to hire engineers and consultants to assist the Conservation Commission in reviewing and evaluating proposed projects. The money can also be used to defray other expenses involved in issuing and monitoring wetland permits. The Commission, along with the BoS, believes that the applicant asking for a special permit ought to pay the costs involved and not the taxpayers. Without a Revolving Fund the fees collected would automatically go into the General Fund at the end of each fiscal year. At the beginning of the next fiscal year the Conservation Commission would not have funds to pay engineers and consultants as needed.

The Finance Committee defers its recommendation until Town Meeting.

ACTION ON ARTICLE 19, May 12, 2005. Mr. Hanover stated that they have about \$15,000 income. The Wetlands income must be kept separate from other funds and can not go into the general fund. The Finance Committee recommends, unanimously. Ms. Golden stated that they will be able to save money on postage and workers. On Mr. Brown's question it was stated that this would not affect the line items voted under Article 5. A motion to move the question carried unanimously.

**ARTICLE 20 ACCEPTANCE OF CHAPTER 491 OF THE ACTS OF 2004 –
AFFORDABLE HOUSING TRUST**

(Majority vote required)

To see if the Town will vote to accept the provisions of Chapter 491 of the Acts of 2004, *An Act Establishing Municipal Affordable Housing Trust Funds*; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

Acceptance of this recently enacted legislation will allow the town to properly protect and administer assets used for affordable housing purposes and to be responsive to the Massachusetts Department of Revenue (DOR) recommendation that towns segregate and protect assets that are restricted to Ch 40B uses. Under Ch 491, assets that can be held by the Affordable Housing Trust include funds, gifts of money or land made to the town, or future grants.

Funds received in settlement of the Boxborough Meadows lawsuit would be held in the Trust. Under Chapter 40B, the Boxborough Meadows settlement monies must be used in support of affordable housing, but are currently being held in a special revenue account, known as a "gift" account, authorized pursuant to MGL ch 44, §53A. Although our Housing Board Bylaw (Oct 2000) confers a number of powers on Boxborough Housing Board, the administration of housing funds was not addressed. Town Counsel has advised that Boxborough accept Ch 491 to eliminate any DOR concerns about accounting and treatment of the settlement funds.

Under Ch 491, assets would be administered by an Affordable Housing Board of Trustees consisting of at least 5 members, one of whom must be the Chair of the Board of Selectmen. The remaining Trustees are to be appointed by the Board of Selectmen. Chapter 491 grants the Trustees powers and duties very similar to those of the Boxborough Housing Board under the Boxborough Housing Board Bylaw, so it is the desire of the Selectmen that the Housing Board and Trustees be perfectly aligned in powers, responsibilities, and direction. For example, one possibility would be to ensure that all members of the Housing Board are appointed as Trustees. However, Town Counsel has advised that we cannot specify the composition of the Trustees through the acceptance language of this article - we must accept the statute as it is written. The Selectmen have discussed this matter with the Housing Board, and Town Counsel has advised that, upon Town Meeting acceptance of Ch 491, the best course would be to submit a Home Rule Petition to specify the composition of the Board of Trustees. This would obviate any future ambiguity and insure that Boxborough's affordable housing interests are well-served.

Although some additional steps must be taken subsequently, acceptance of the Affordable Housing Trust Fund statute is an essential first step that we should take now.

The Housing Board recommends unanimously.

A significant investment of funds is required to influence affordable-housing development in Boxborough that is consistent with both State goals and the interests of Boxborough citizens. Acceptance of the Affordable Housing Trust will provide Boxborough with a DOR-approved vehicle to use the Boxborough Meadows settlement monies and any other assets for this purpose.

We agree that additional steps must be taken to ensure that the Housing Board and the Trustees of the Affordable Housing Trust do not find themselves at cross purposes in the future. However, we feel that the Trust should now be established as defined under Ch 491, and that future safeguards should be addressed in parallel.

The Finance Committee defers its recommendation until Town Meeting.

ACTION ON ARTICLE 20, May 12, 2005. This would be set up under the State Housing Board and will bring us into conformance with State Statute. The Finance Committee Recommends by majority vote. Mr. Neville stated that now the funds are going into the general fund. Town Counsel said that the law state that any excess profits must be used for affordable housing. A motion was made to move the question. This motion carried. On Mr. Fox's motion, the Town did vote, unanimously, to accept the provisions of Chapter 491 of the Acts of 2004, *An Act Establishing Municipal Affordable Housing Trust Funds*.

A motion was made to waive the 10:30 deadline for taking up any new motions. This motion carried.

ARTICLE 21 GRANTING OF EASEMENT TO VERIZON

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to grant to Verizon New England Inc. the perpetual right and easement to access, erect, construct, dig up, dredge, reconstruct, connect, install, lay, operate, maintain, patrol, inspect, repair, replace, alter, extend or remove one or more lines for the transmission and/or distribution of intelligence and telecommunications including the necessary poles, wires, cables, conduits, conductors, manholes, and associated surface closures, terminals, pedestals,

fixtures, pads, foundation, appurtenances and other apparatus and equipment deemed necessary for the purposes specified above, as the Grantee may from time to time desire along, upon, across, under and over that parcel of land situated on the northerly side of Massachusetts Avenue (Route 111) more particularly identified on the Town of Boxborough Assessor's Map as Parcel ID 11-5-319.

The said Easement Area is approximately shown on a sketch plan, "Exhibit A," dated 4/4/05, which is incorporated herein by reference, a copy of which is on file in the office of the Town Clerk. For Grantor's title see: Order of Taking dated May 7, 1968 and recorded with the South District Middlesex County Registry of Deeds at Book 11518, Page 372; and deed from Clayton M. Hager to the Town of Boxborough dated June 7, 1968 and recorded with the South District Middlesex County Registry of Deeds at Book 11518, Page 377, or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

This utility easement is a standard procedure for new buildings. It grants Verizon access to its underground telephone lines coming in to the new Sargent Memorial Library from the street for any necessary maintenance and repair work.

The Finance Committee recommends unanimously.

To grant an easement to Verizon access to the property to run a phone line.

ACTION ON ARTICLE 21, May 12, 2005. Other uses won't be allowed, but another company could purchase the company and retain its rights. Sprint has leased the cell tower, but Verizon runs the wires up to it. Public Utilities have a perpetual right to have an easement and it is to our advantage to do this. If the cell tower was removed then the easement would not need to be used. A motion was made to move the question. This motion carried unanimously. On Mr. Bunyard's motion the Town did vote to authorize the Board of Selectmen to grant to Verizon New England Inc. the perpetual right and easement as printed in the warrant under Article 21.

ARTICLE 22 CLOSE OUT OLD ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Three Thousand Two Hundred and Sixty-Six Dollars and Eighty-Six Cents (\$3,266.86), more or less, as voted by past Town Meetings, or take or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

Article #		Description	Amount
Article 18	05/01 (ATM)	Definitive Condo Conversion Plan	\$2,000.00
Article 2	05/04 (STM)	Range Wing Lawnmower	\$1,266.86
			<hr/>
			<hr/>
			\$3,266.86

The Finance Committee recommends unanimously.

This is a housekeeping article, freeing these warrant article monies for such other purposes as Town Meeting may decide.

ACTION ON ARTICLE 22, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 22.

ARTICLE 23 REVOLVING FUND - ELECTRICAL INSPECTION **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2006 be carried over into fiscal year 2007 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY07. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 23, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 23.

ARTICLE 24 REVOLVING FUND - PLUMBING AND GAS INSPECTION **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2006 be carried over into fiscal year 2007 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY07. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 24, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 24.

ARTICLE 25 REVOLVING FUND - FIRE ARMS PERMITS **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all

such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2006 be carried over into fiscal year 2007 to pay for expenses not yet completed; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund for the purposes indicated. According to the State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY 05 (\$2,000) and has no tax rate implications to the town.

ACTION ON ARTICLE 25, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 25.

ARTICLE 26 REVOLVING FUND - LIBRARY FINES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Five Thousand Dollars (\$5,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2006 be carried over into fiscal year 2007 to pay for expenses not yet completed; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article re-authorizes the revolving fund that allows the library to use the modest income from fees and fines to replace and/or augment their current holdings.

ACTION ON ARTICLE 26, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 26.

ARTICLE 27 REVOLVING FUND - DOG LICENSE FEES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2006 be carried over into fiscal year 2007 to pay for expenses not yet completed; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY05 and has no tax rate implications to the Town.

ACTION ON ARTICLE 27, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 27.

ARTICLE 28 REVOLVING FUND – STEELE FARM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2006 be carried over into fiscal year 2007 to pay for expenses not yet completed; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article re-authorizes the revolving fund and allows the addition of income from other wood and farm products and from leasing and rental fees. This expands the sources of income to fund the restoration and maintenance of the Steele Farm property.

ACTION ON ARTICLE 28, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 28.

ARTICLE 29 REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2006 be carried over into fiscal year 2007; or take any other action relative thereto.

The Finance Committee recommends unanimously.

This article reauthorizes a revolving fund initially approved at the May 2002 Annual Town Meeting. The Integrated Pre-School Program initiative has proved both beneficial to the students involved and a financially effective means of providing required services. Reauthorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

ACTION ON ARTICLE 29, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 29.

ARTICLE 30 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase of 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

The Finance Committee recommends unanimously.

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be reauthorized by the taxpayers annually prior to the

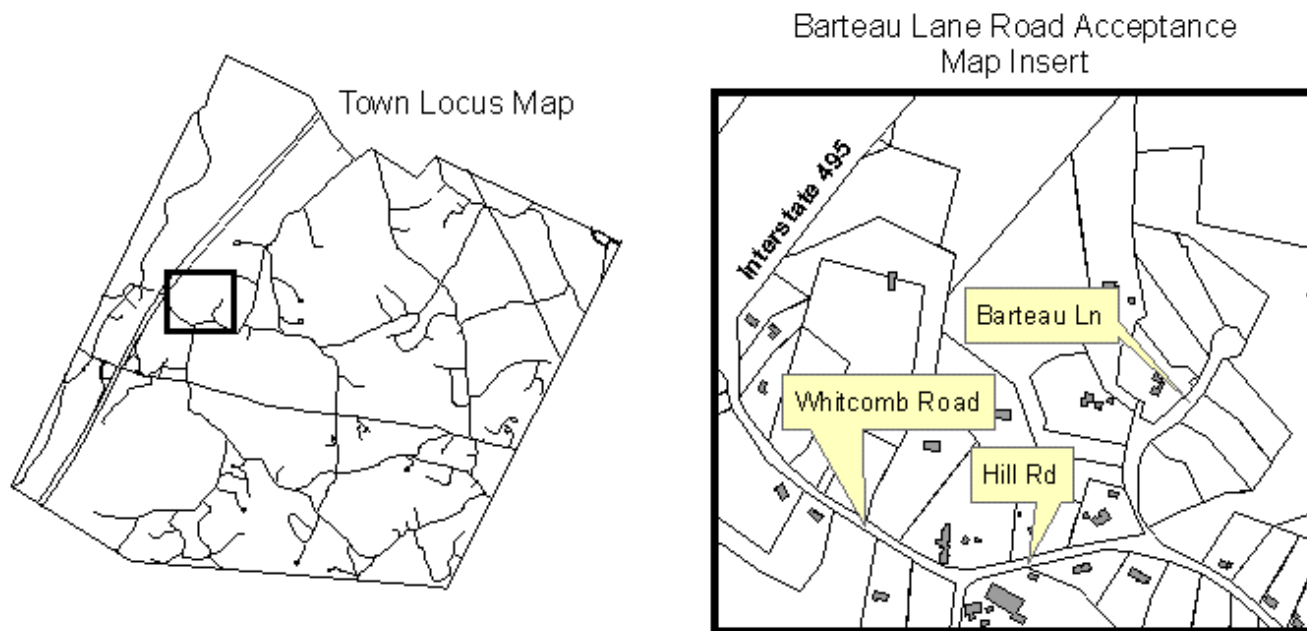
setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs. The cost to the town of all Elderly tax relief articles is under \$3,000.

ACTION ON ARTICLE 30, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 30.

ARTICLE 31 ROAD ACCEPTANCE – BARTEAU LANE**

(Majority vote required)

To see if the Town will vote to accept as a public way Barteau Lane (also known as Bartaeu Lane) or portion thereof, as laid out by the Board of Selectmen according to a plan entitled, "Definitive Plan 'High Pastures' Boxborough, Mass." dated January 26, 1999, Revisions: May 26, 1999, June 8, 1999, July 2, 1999 and Sept. 30, 1999, recorded with the Middlesex South District Registry of Deeds as Plan No. 1357 of 1999 in Book 30928, Page 459, on file with the Town Clerk, and to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise, for highway purposes, the fee or any lesser interests, as well as easements for drainage, utility, sidewalk, slope and otherwise, in any lands that may be necessary for said Town way, subject to and together with easements and restrictions of record insofar as the same may be still in force and applicable; or take any action relative thereto.



The Planning Board...

recommends that Town Meeting accept the roadways as public ways contingent upon the release of the performance guarantee, issuance of a certificate of compliance by the Conservation Commission, submission of \$1,000 to the Town Fire Cistern account, documentation that the catch basins have been cleaned and delivery to the Selectmen an executed and signed deed conveying such way subject to Town Meeting approval.

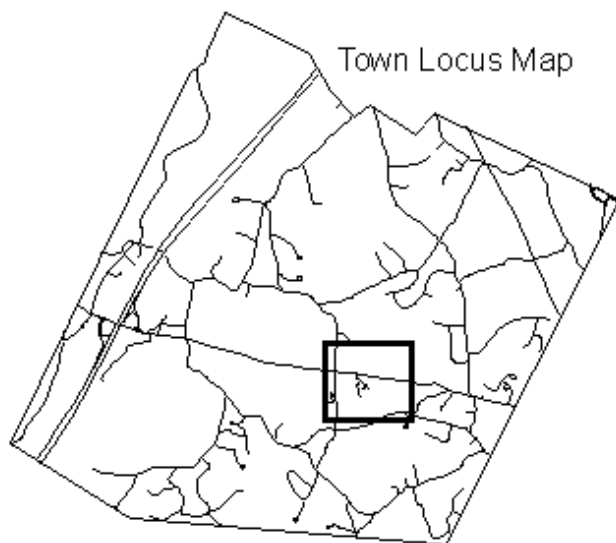
The Finance Committee defers until Town Meeting.

ACTION ON ARTICLE 31, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 31.

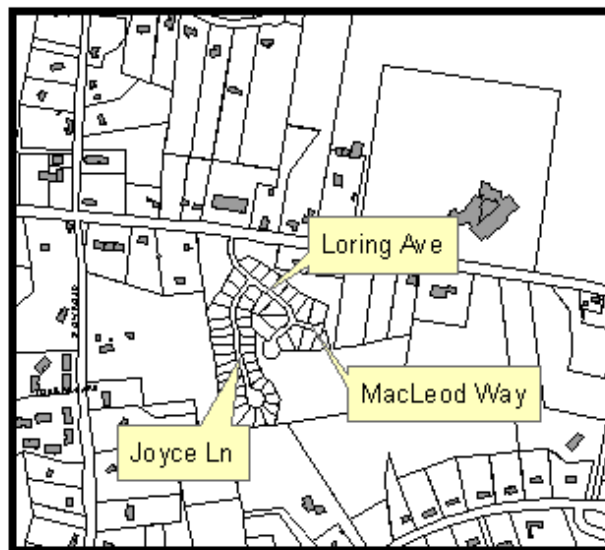
ARTICLE 32 ROAD ACCEPTANCE – LORING AVENUE, JOYCE LANE AND MACLEOD WAY**

(Majority vote required)

To see if the Town will vote to accept as public ways Loring Avenue, Joyce Lane and MacLeod Way or portions thereof, as laid out by the Board of Selectmen according to a plan entitled, "Boxborough Meadows, Comprehensive Permit, Boxborough, Massachusetts, Lot Layout Plan, For: Boxborough Meadows, L.L.C., Scale: 1" = 50', May 11, 2000, Stamski and McNary, Inc., 80 Harris Street – Acton, Massachusetts" which plan was recorded with Middlesex South District Registry of Deeds as Plan No. 330 of 2002 in Book 35226, Page 090 (the "2002 Plan") and on a plan entitled, "Boxborough Meadows, Comprehensive Permit, Boxborough, Massachusetts, Lot Layout Plan, For: Boxborough Meadows, L.L.C., Scale: 1" = 50', May 11, 2000, Revised: October 20, 2000, Revised: February 24, 2003, Stamski and McNary, Inc., 80 Harris Street – Acton, Massachusetts" which plan was recorded with Middlesex South District Registry of Deeds as Plan No. 173 of 2003 in Book 38162, Page 278 (the "2003 Plan"), on file with the Town Clerk, and to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise, for highway purposes, the fee or any lesser interests, as well as easements for drainage, utility, sidewalk, slope and otherwise, in any lands that may be necessary for said Town ways, subject to and together with easements and restrictions of record insofar as the same may be still in force and applicable; or otherwise or take any action relative thereto.



Boxborough Meadows Road Acceptance
Map Insert



The Planning Board...

recommends that Town Meeting accept the roadways as public ways contingent upon the release of the performance guarantee, issuance of a certificate of compliance by the Conservation Commission, completion of final construction items, documentation that the catch basins have been cleaned and

delivery to the Selectmen an executed and signed deed conveying such way subject to Town Meeting approval.

The Finance Committee defers until Town Meeting.

ACTION ON ARTICLE 32, May 12, 2005. This article was removed from the articles to be voted on the consent agenda because the Town had not received the necessary documents to take action at this time. On Ms Metheny's motion the Town did vote, unanimously, to pass over this article.

ARTICLE 33 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

The Finance Committee recommends unanimously.

Passage of Article 17 would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Department of Revenue through the Commonwealth of Massachusetts.

ACTION ON ARTICLE 33, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 33.

ARTICLE 34 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

To see if the Town will vote to rescind the unused balance of the borrowing authority authorized under Article 32 of the Annual Town Meeting on May 17, 2001 for the development of playing fields on the Hetz Property, said amount being One Hundred Ten Thousand Dollars (\$110,000); or take any other action relative thereto.

The Recreation Commission recommends unanimously.

The generous donations from local organizations and Boxborough citizens, as well as the careful watch of Ken March during his tenure as Clerk of the Works, have enabled the Liberty Field project to fall well within the Town's appropriation. Consequently, we encourage the Town to rescind its unused borrowing authority as requested.

The Finance Committee recommends unanimously.

This article is a closeout of unused borrowing authority from the construction of Liberty fields.

ACTION ON ARTICLE 34, May 12, 2005. On Mr. Wheeler's motion, the Town did vote, unanimously, on the consent agenda, in favor of Article 34.

Becky Neville made a motion to dissolve this meeting at 10:30 p.m. The motion carried.

You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2005.

BOARD OF SELECTMEN

Leslie Fox, Chairman
Simon C. Bunyard, Clerk
David L. Birt
Kristin Hilberg
Donald R. Wheeler

POSTED: April 20, 2005
BY: David L. Birt, Constable
Constable

The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees, or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.

Remember, town government is as strong, creative and vibrant as its volunteers, who DO make a difference.

If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.

Resident Interest List

Name: _____ Phone: _____

Address: _____ Cell Phone: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interests: _____

Amount of time available: _____

Date submitted: _____ E-Mail Address: _____

- ☐ Acton-Boxborough Cultural Council
- ☐ Airport Study Committee
- ☐ Board of Health*
- ☐ Board of Registrars
- ☐ Board of Selectmen*
- ☐ Boxborough Housing Board
- ☐ Boxborough Information Technology Committee
- ☐ Cable Advisory Committee
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ Library Board of Trustees*
- ☐ Permanent Building Committee
- ☐ Personnel Board
- ☐ Planning Board*
- ☐ Public Celebrations Committee
- ☐ Recreation Commission
- ☐ Steele Farm Advisory Committee
- ☐ Town Report Committee
- ☐ Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

**Town Administrator
Town Hall
29 Middle Road
Boxborough, MA 01719**

* Indicates an elected board

*The following two pages are for your use.
We have intentionally left the back sides
blank so you can tear out and place in a
handy location.*

EMERGENCY NUMBERS

POLICE

911 (Emergencies Only)

For routine business, call
978-263-2628

FIRE

911 (Emergencies Only)

For routine business, call
978-263-8299

AMBULANCE

911 (Emergencies Only)

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

MEETINGS

DAY & TIME

LOCATION

Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Boxborough Inform. Technology Comm	Tuesdays as posted	Town Hall
Cable TV Advisory Committee	As posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	1st Wednesday, 3:00 p.m.	Town Hall
EMTs	1st Tuesday, 7:00 p.m.	Fire Station
Finance Committee	As Posted	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:30 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Memorial Library
Personnel Board	Mondays as posted, 7:00 p.m.	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations Committee	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 p.m.	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 p.m.	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 p.m.	Town Hall

All meetings posted with the Town Clerk, the Town Hall Bulletin Board, and on the Town's website located at: www.town.boxborough.ma.us. If interested, call ahead for appointment to be placed on the agenda.

Town Hall Office Hours

General Phone Number: 978-263-1116

Albert J. Sargent Memorial Library

General Phone Number: 978-263-4680

Monday through Thursday: 8:00 a.m. – 4:00 p.m.
(other times by appointment only)

Monday & Wednesday: 10:00 a.m. – 6:00 p.m.
Tuesday & Thursday: 10:00 a.m. – 8:00 p.m.
Saturday: 10:00 a.m. – 3:00 p.m.

Town Clerk

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.
Wed. 10:00 a.m. – 2:00 p.m.
Thurs. 10:00 a.m. – 1:00 p.m.

Board of Health

Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

Building Department

Mon. – Thurs 8:00 a.m. – 4:00 p.m.
Monday evenings 4:00 – 6:30 by appointment only

NOTE: Due to staffing cuts, Town Hall is closed to the public on Fridays.

NO SCHOOL ANNOUNCEMENTS: Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

TOWN HALL PHONE AND E-MAIL DIRECTORY

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. You may cut out this list and place it in a handy location.

Boxborough Town Hall Extensions by Department 978-263-1116

Assessor	109	Colleen Whitcomb
Assessor Staff	110	Debbie Walsh
Assistant Town Administrator	102	Selina Shaw
Board of Health	115	Mary Cobleigh
Building Inspector	114	John Field
Conservation Commission	111	Mary Nadwairski
Council on Aging	106	Kathie Schwarting
Electrical Inspector	115	Mary Cobleigh
Nashoba Board of Health Agent	115	Mary Cobleigh
Plumbing Inspector	115	Mary Cobleigh
Tax Collector	107	Maripatt Shemowat
Town Accountant	105	Mike Guzzo
Town Administrator	101	
Finance & Town Admin Staff	103	Nancy Bowers
Town Clerk	117	Ginnie Richardson
Town Clerk Staff	113	Claire Kuipers
Town Planner	112	Elizabeth Hughes
Town Treasurer	104	Margaret Dennehy
Zoning Board of Appeals	111	Mary Nadwairski
Personal Assistance	0	

All departments may also be contacted by e-mail by following this simple convention:

firstname.lastname@town.boxborough.ma.us

e.g. Assessor's e-mail address is:

colleen.whitcomb@town.boxborough.ma.us

Town website: www.town.boxborough.ma.us